

OLESS Minutes

(Old Lyle Elementary School Supporters)

November 14, 2022 at 5:00 PM

Mission: Working together to preserve and maintain the old Lyle Elementary School building and park as an activity center and green space to improve the quality of life for the Lyle community.

Attendees On-Site: Kristen Lane-Walker, Andy Walker, Adriane Bradford, Rocky Shultz, Don Starkin, Mindy Robison, Ann Kanter, Tracy McCune, Kelly Johnson (Note Taker)

Attendees Virtually: None due to technical difficulties

Board Members Not Present: Stefanie Boen, Julie Larson

1. Introductions of guests: All attendees introduced themselves

2. Approval of September minutes – Approved

3. New Grants are Available – Kelly & Rocky

- Kelly and Rocky will meet with Adrian Bradford
- Daycare funding and restoration grant may be available
- Board decides restoration grant is 1st priority
- 03/14/22 Status: 2022 Legislative Session Requested Local Community Projection Information Form has been submitted for the *Continued Restoration of the Lyle Activity Center* in the amount of \$866,436 - This request was not funded.
- 09/12/22 Status: Adrian Bradford has offered contact information with Gina Mosbruckers team to have grant reviewed prior to submission. This should help to make it more attractive for funding. Kelly agreed to work with team to revise grant. Adrian will work to get confirmation from Gina's team that OLESS is not in competition with LSD No 406 for funding. Adrian - Gina said that energy saving projects make application more attractive for funding (perhaps convert lighting to LED, solar panels). Also, childcare grants are available if board wants to move in that direction. Don – I am not confident that OLESS has the volunteer resources to execute a grant if it is received. I do not think OLESS should apply for another grant until more members of the community are willing to participate.
- 11/14/22 Status: Who is willing to participate in grant execution if received? How many hours per month can each person offer? Group discussed ideas on how many people are needed to execute the grant. Adriane – I will continue to help OLESS gain access to this grant and encourage the group to find support to help facilitate it. Group agrees to organize and get items in order with community support and LSD No 406 school board to apply for the grant in 2024.

4. Treasurer's Report – Don

5. Events & Rentals – Kristen

- Bahai will be meeting the 1st and 4th Tuesdays until May
- Lyle Community Council is now meeting on Wednesday's
- Mindy – LCC would like to host a Santa event on 12/08/22 at the LAC. Jim Wise will play Santa. The LCC would like to include cookies and hot chocolate, gifts for kids, Mildred or Hope to take pictures of kids with Santa. They also plan to set up in the pavilion with propane heaters. ~150 kids attended last time. Anyone willing to donate items or time can contact Mindy Robison.
 - Rocky – I will provide cookies/brownies

6. Update on LAC Facebook Page – Kristen

- Emily started a second FB page because she could not gain access to the original FB page
- Kristen has gained access to the second FB page and made Kelly an additional administrator. Kristen and Kelly now have administrative access
- This issue is considered resolved

7. Update on LAC Instagram Page – Kristen

- Started a new IG account
- This issue is considered resolved

8. How is the Google calendar linked to the LAC website populated?

- Kristen – Need to get code from Kelly to allow her access to calendar.
- 11/14/22 Status: Completed. This issue is considered resolved.

9. Incident and Corrective Action Tracking

- Do we want to generate a formal tracking procedure for incidents and how we correct them?
 - Kids on roof of LAC
 - Do we still want to post a sign or are the secured tables enough? – Yes, want to post signs
 - LAC Building Sign – No climbing on the building. Don to order sign.
- Kelly to generate format
- 10/12/20 Status: No actions at this time
- 12/14/20 Status: No actions at this time
- 02/08/21 Status: Julie to sign and scan reports back to Kelly. Don to confirm description of incident about kids on the roof of the LAC to Kelly for Incident Report. Add cables for tables to corrective actions for Kids on roof incident report.

- 03/08/21 Status: All to email Kelly verbiage for sign for keeping kids off the roof. Robert – Need incident report for kids on the roof of the pavilion. We also need a sign for keeping motorized vehicles off the green space.
- 04/19/21 Status: LAC Building Sign – No climbing on the building. Don to order sign. Kelly to complete incident report.
- 05/10/21 Status: Still in progress: implement park rules. Place small simple sign in the Pavilion.

➤ Kids on roof of Pavilion – No climbing on the Pavilion Sign

- Don to order sign
- Kelly to generate Incident report
- 05/10/21 Status: in progress
- 06/14/21 Status: Report is prepared. Waiting for signs to be posted to finalize.
- 07/12/21 Status: Waiting for signs to be posted to finalize.
- 08/16/21 Status: Waiting for signs to be posted to finalize.
- 12/13/21 Status: Waiting for signs to be posted to finalize.
- 03/14/22 Status: Waiting for signs to be posted to finalize.
- 09/12/22 Status: Waiting for signs to be posted to finalize.
- 11/14/22 Status: Waiting for signs to be posted to finalize.

➤ Keeping motorized vehicles off the green space –

- Two signs – one near backstop, one near the skate ramp
- Don to order 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.

➤ Break in at LAC -

- 12/13/21 Status: Waiting on estimate for window. It should be replaced by January 2022
- 03/14/22 Status: Waiting for window to be replaced for final pictures.
- 09/12/22 Status: Incident report is complete and posted on website under incident reports. Don – No bill has been received for window replacement. Once received, it will be submitted to Jonathan Blake of McCoy Holliston to see how to go about having insurance reimburse the cost of replacing the window.
- 11/14/22 Status: Don received bill for window replacement for \$828.78. Don – Should we submit the bill for reimbursement from CEKC insurance, LSD 406 insurance or restitution? Mindy – Does it exceed the deductible? Kelly to send bill to McCoy Holliston to see if it can be reimbursed/exceeds deductible and to Julie Larson. Julie has interfaced with police department on the matter of restitution. Kelly to add receipt to incident reports on LAC website.

10. Green Space Management – Rocky

- Kelly to send email about Scott Turf grant to Rocky

11. 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.

12. 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.

13. Perpetual loss of LAC key and alarm not set

- Is it the WAGAP group?
- 08/16/21 Status: Kelly has requested a quote from Ernie's Lock and Key. Will send to board once received
- 12/13/21 Status: Rocky to visit Ernie and see the quote.
- 03/14/22 Status: Vern – Wi-Fi enabled keypads integrated with a burglar alarm might be the fix. Vern to send Kelly link to system. Group decides to wait to hear about grant before moving forward on fixes.
- 09/12/22 Status: Don to check with Ernie's Lock and Key
- 11/14/22 Status: Don and/or Rocky will check with Ernie's Lock and Key for options on coded entry

14. 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.
- 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.
- 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

15. Raffle Permit – Should we purchase an annual permit for \$25 (Single event is \$10)?

- Group decides this is something to consider but not actionable at this time.

16. November Elections (Bylaws State 5-9 Board Members)

- Board Member Stefanie Boen
 - All approve
- Board Member Julie Larsen
 - All approve
- Board Member Andy Walker
 - All approve

- Secretary Mindy Robison

- All approve

17. Transition plan for Don/Treasurer hand off. Don's term completes December 2023.

- Don will begin to hand off duties to Andy immediately. This will allow Andy to perform treasurer activities with Don's support and oversight. The goal is to facilitate a smooth transition.

18. Meeting Schedule for 2023 Needs Approval

- 02/13/23, 05/08/23, 08/14/23, 11/13/23 @ 5PM
 - All approve
 - Kristen to add to the LAC google calendar

19. Overview of Halloween Trunk or Treat Event

- Event went well. ~70 kids in attendance
- Kevin Oldfield is not willing to participate as much next year

20. Open Forum

- Adriane - How do people know what OLESS does? Kristen - social media and website. Don - I went door to door. PTO would like a reader board. Group discusses options for reader board since it is a consistent community request. No firm decision but it has been added to the 2024 grant request.
- Tracy - Table tennis club is looking for site
- Adriane - Nick Fitzsimmons works for T-Mobile. Might offer hot spot if OLESS get complaints about current internet provider.
- Tracy – Twin Bridges Museum used to get internet access from the LAC but since the transition from Gorgenet to Century Link they have been cut off. Tracy to check with Barbara Sexton about internet service since Barbra helped set up Gorgenet and is now on the CEKC board. CEKC is currently responsible for internet service at the LAC.

ACTION ITEMS:

Andy:

- Look over OLESS New Board Member Orientation document
- Read OLESS Treasurer work instruction and train with Don to transition all tasks
- Attend LSD No 406 December school board meeting to observe Don's presentation

Don:

- Begin training and handing off Treasurer duties to Andy
- Reimburse Rocky for solar lights
- Attend LSD No 406 December school board meeting to present required report and ask about park hour usage signs for the LAC
- Review OLESS Treasurer work instruction and request any necessary updates - **Complete**
- Reach out to Suzie (LAC Housekeeper) and request that she only work during the day for safety reasons
- Order three signs “Park Closed at Dusk”
- Check with Ernie’s Lock and Key for options to resolve perpetual loss of building key issue
- Reach out to Emily to get FB and Google calendar issues resolved
- Send Kelly bill for window replacement
- 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

Julie:

- 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
- 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:

- Add additional disarming/alarming information to the Long-Term Renter Orientation document
- Add additional disarming/alarming information to the New Board Member Orientation document
- Update roster of board members
- Send Mindy OLESS New Board Member Orientation document
- Send Andy OLESS New Board Member Orientation document
- Send Scott turf grant email to Rocky
- Send window replacement bill to Julie Larson for potential reimbursement through restitution
- Send window replacement bill to Jonathan Blake at McCoy Holliston to see if it can be reimbursed

- Update OESSS Treasurer work instruction with Don's updates - **Complete**
- Add to Activity Manager work instruction – Track which short term renters receive codes to the LAC
- Email Jonathan Blake about OLESS sponsoring Christmas Bazaar - **Complete**
- Add insurance confirmation to LAC website
- Add new code for middle room to New Board Member Orientation document
- Reach out to Linda Williams to see if internet service can be turned off from 9:00PM to 6:00AM
- Add bill to replace window to 09/03/21 LAC Break In Incident Report
- Update appropriate work instructions with LSD 406 reporting requirements from the lease agreement
- Generate OLESS Reporting and Compliance Schedule (non-profit registration, LSD 406 lease reporting requirements, insurance, fiscal sponsorship agreement)
- Generate work instruction for Activity Manager position
- Update MOU template to replace rent with donation
- Look up lease agreement requirements regarding reporting to LSD 406
- 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
- Generate incident report for break in at the LAC - **Complete**
- 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
- Generate Incident report for motorized vehicles on football field
- Generate maintenance request form for renters and OLESS board members in Weebly - **Complete**
- Look into coded entry for LAC
- Request evidence of coverage from LSD No 406
- Generate Incident and Corrective Action Report for kids on roof
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- Get proof of coverage from Jonathan for Treasurer to present to LSD No. 406 - **Complete**
- Add Gorgeswap to LAC website
- Fix stairs at entryway on west side of building – When weather allows, Interface with Klickitat County about entry way/ADA accessibility on North/West portion of building – Kevin Oldfield to help

Kristen:

- Add 2023 OLESS meeting dates to LAC google calendar
- Add Santa event to LAC google calendar

- Work with Don and Emily to get FB and Google calendar figured out - **Complete**
- Instagram – Work with Stefanie Boen to follow up on Brielle’s email (Forwarded from Marcia B) - **Complete**

Mindy:

- Set up Zoom/virtual invite for 02/13/23 @ 5PM OLESS meeting
- Look over OLESS New Board Member Orientation document
- Connect with Kelly to review OLESS Secretary work instruction

Robert:

- Rekey boiler room
- Add lock to supply room - **Complete**
- Add lock to office
- Look into options for lighting in common camping areas
- Look into options for lighting near HVAC
- Look into options for lighting in Norm White Pavilion
- 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
- Construct a cage around the HVAC unit
- Investigate wireless thermostats for heaters for two rooms
- Investigate contacts to potentially restore chimney
- Replace timer for outside faucet

Rocky:

- Pick up three or four solar lights to mount on Norm White Pavilion and around build
- Reach out to MCDD about potential grants
- Visit Ernie at Ernie’s Lock and Key in The Dalles to look over quote for coded door entry
- Get quote for reseeding greenspace
- Get print out of LAC Cleaning Work Instruction Checklist from Kelly
- Train Suzie on cleaning the LAC using the LAC Cleaning Work Instruction and Checklist
- Explore ways to manage grass so the green space stays green during the summer
- Plan baseboard painting project
- Research options for 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:

- Pick up candy reimbursement forms for Halloween Trunk or Treat event - **Complete**
- Get candy reimbursement forms to Kelly or Kevin ASAP so they can be sent with trunk sponsor requests - **Complete**
- 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
- 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) - **Complete**

Vern Harpole:

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

PARKING LOT

- Casino Night Fundraising
- Generate compliant pathway for events involving alcohol in the greenspace
- Generate emergency response plan for LAC – Fire, Cooling Shelter etc.
- Wrap LAC clean up into Community Clean up Days
- Additional cameras for security system
- Formal employee application process
- Address labels to correct PO Box on donation cards and envelopes
- Generate more formal lease agreement other than MOU that is currently in use
- Relocate BBQ – Moved to OLESS Insurance Project Tracking document
- Determine how many alarm codes exist in the alarm system
- Cycle Oregon – Research possibility of becoming a stop for Cycle Oregon as a Fundraiser
- Car Club Ride Fundraiser
- Resolve issue of perpetual loss of the key in key box outside

- Replace West facing doors on North end of building
- Seal the tops of the bricks around the pavilion and maybe make it a counter top
- Outdoor exercise park – Skyline Foundation interested in hearing about a project at the LAC for potential donation
- Thatch green space
- Create LAC Activity Manager email address so impact of personnel changes are minimized
- Create process for renting tables and chairs to green space users
- Work Instruction for draining pipes in the winter
- Sound system
- Humanities of Washington - Affiliate of National Endowment for the Humanities, Do we want them to give presentations at LAC?
- Cleaning work parties
- Should tree lighting ceremony be an annual event
- Open house for completion of restoration grant – Maybe Gina Mosbruckers performs ribbon cutting ceremony
- Area above boiler room needs fascia to keep the birds and bats out
- Projector for rental
- Mixing valve in janitors closet needs to be replaced
- Fire inspections – requirements?
- Greenspace – How to reduce water bill
 - Low flow sprinkler heads
 - Community contribution
 - Sharing expenses with LHS
- Reader board
- Sell fence space on Hwy 14 for advertising
- Relocation of HVAC
- Where do we go from here?
 - Planning session for reimagining LAC
 - Reach out to community
- Gorge Grown – kiara@gorgegrown.com (503) 490-6553
- OLESS business plan
- Future funding for OLESS/Fundraising
- Solar panels to replace outlets
- Relocate bench to south-east portion of building
- Advertise glass on website
- Identify way to remedy issue with heat being left on in the rooms
- Should we generate a common place to document everyone’s contact information

- Puncture vine – How to control
 - People/renters are not leaving the rooms as the found them, even with a checklist – New ways to manage.
 - Lost and found procedure
 - Generate scale for charging for-profit entities that want to use space
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Next General Meeting Scheduled:

Monday February 13, 2023, at 5:00 PM via hybrid meeting set up by Secretary Mindy Robison and at the Lyle Activity Center
