

OLESS Meeting Minutes

(Old Lyle Elementary School Supporters)

March 7, 2017 at 4:00 PM

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

1. Introductions for Guests – sign in and record volunteer hours and donations

- a. Danny Smith
- b. Marcia Buser
- c. Barbara Sexton
- d. Kelly Johnson (note taker)
- e. Cindy Bluemel
- f. Norm White

2. Review and approval of February 21 minutes attached

Clarify emergency cat rescue (Marcia) - Clarification: Kelly to have code to cat rescue lock box with key to dead bolt.

Remove Cat Rescue Comment

Warren to replace toilet valves

Danny moved to add executive session prior to quote review to discuss window bids then resume agenda

Barbara seconded. Motion passed.

2. Lyle School Updates (Andy or Julie)

- a. Not current updates

4. Treasurer's report (Barbara)

- Review and finalize 2017 budget
- \$1,244.58 for Klickitat Trial Run, not \$1,600
- Corrected \$200 in January to \$400
- Cindy moves to approve projected budget submitted by Treasurer for 2017. Barbara to update and submit at next meeting.

5. Building Issues

- Establish heater/AC settings for each room
 - Marcia suggests posting directions near heaters that gives people a guide for what to set heaters at based on outside temperature. Long term we may be able to put in a whole new heating system. Danny to generate first draft of guide.
- Heater in Nurses Office - Vern to fix heater in Nurses office
- Repair of entry step concrete – Yes should be repaired. Marcia to make some calls and research best options.

6. State Grant Status - 25.2% grant money has been spent

- Review state grant requirements: Marcia ran through some of the grant requirements, specifically how the reimbursement process works and what our CEKC loan process is
- Status of gutter over entry – Barry of G&M Gutters contacted to put up gutter
- Status of work in process
 - Entry painting – Completed by Norm White
- Review quote status for next work to be done –
- Executive session started at 4:30pm – 5:00pm

- east roof (see draft spec by Vern at end of these minutes) – Board reviewed draft and has some changes. Marcia will edit and send out to the board for review before finalizing.
- window replacement
 - Marc motion to go with Van Hicks bid contingent on contract number and design approval.
 - Danny seconded
 - Motion passed
 - Danny to contact Van Hicks
 - Danny to be primary contact for technical issues
 - Marcia will be contact for administrative issues and billing.
- bathroom refurb (see draft spec by Vern at end of these minutes) – Board reviewed draft and has some changes. Marcia will edit and send out to the board for review before finalizing.

7. Klickitat Trail Run (Vern)

Vern and Sherri have been volunteering on the group to plan the run.

OLESS will not officially participate in the future however individual board members are free to volunteer as they wish..

8. Events & Rentals – anything coming up?

Columbia Gorge Cat Rescue to have party on April 23rd – no rental fee as part of the rental agreement is that tenants can use the room.

Strong women and CEKC are back

Few birthday parties took place

Consider raising the room rental fees once restoration work is completed.

Wait until Vern returns to plan Lyle Wine Weekend. No one was sure what the fundraising model is that he had in mind. And no one objected to just having an event, music in the park, that was not specifically a fund raiser.

9. Status of action items from last & previous meetings meeting if not updated above

- No further questions from Feb 21 minutes.

10. Anything not already covered above & open forum

Looked at By-Laws and discussed making revisions to clarify email voting. By-laws allow for it however it is not aligned with the line that states voting to be at regular meetings. We also need to consider adding “Building Manager” as one of the Board Positions since Vern has volunteered for the role however there is no documentation on responsibilities for the position. Marcia will work on a draft revision and send to Board to review prior to next meeting.

Marc – What is the future of the board and OLESS in the next 3-5 years? It was agreed that this would be a good topic to cover in a team building session. We will look at what dates would work for all the board members and reschedule.

Next General Meeting Scheduled:

Tuesday April 4, 2017 at 4:00 PM at Lyle Activity Center

Drafts specifications proposed by Vern on Feb 21, 2017

OLESS is requesting bids to replace and repair the East roof of the Lyle Activity Center.

Bids must include statements that the work bid price includes the following work will be done:

1. Removal of existing roof material contains asbestos and will be removed and disposed of in compliance with Washington Hazardous materials laws
2. The existing sheeting will be completely replaced
3. Type and R value of Insulation that will be placed between roof and ceiling
 1. Danny probably will only allow for R38-R40
 2. Should bring up to code
4. Building permits and compliance with Klickitat county will be done
5. Estimate of rotten roof joist replacement/repair costs should be included. It is understood this may go over or under the estimate once the joists can be inspected, but the bid has to give an idea of worst case scenario.
 1. Danny inspected and said he doesn't see any red flags
6. The type of material to be put down will likely be walked on a lot... the roof is accessible to kids climbing on it to retrieve toys/balls. Durability of roofing material will be an important part of the final decision
7. Estimated amount of time to complete.
8. Bids must be submitted by COB on 1 May, with award to be determined by end of May.
9. Completion should be done by mid October
10. Bids must be submitted through the Lyle Activity Center web site bid form.
 1. Photo's/Examples would nice
 2. Or in an email with their standard bid form
11. Proof of contract license for State of Washington and proof of bond

And here is spec for bathroom

OLESS is requesting bids to replace bathroom stall walls and doors in Boys and Girls bathrooms and the Lyle Activity Center.

Bids must include statements that work bid price includes the following work will be done:

1. Removal and disposal of the existing metal stalls. Disposal should be through metal waste recycle center at the Lyle Gas station
2. The brand name and warranty of the proposed stalls.(graffiti resistance is desired)
3. Bidder may choose to custom build stalls/doors, but will need to provide detailed drawings of hinges/locks/finish and type of material used.
 1. Danny – Should be compliant to industry standard for public restrooms
 2. Marc thinks we may be able to get it through the state.
4. Choice of wall colors must be provided
5. Types or choices of toilet paper holders will be provided

1. Needs to be put out for bid.
2. May 1st for deadline for bids