

OLESS Minutes

(Old Lyle Elementary School Supporters)

March 8, 2021 at 6:00 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: Rocky Shultz, Donald Starkin, Kelly Johnson Stefanie Boen (Note Taker), Julie Larson, Robert Allen, Josh Padgett

1. Introductions of guests – Josh will be introduced at the end of the meeting.

2. Review and approval of February minutes – Approved

3. Treasurer's Report – Don

- February treasurer report updated
- Update on Steffanie's training on treasurer duties – Steffanie is not currently training on duties

4. Events & Rentals – Emily

- Should we continue to let medical activities occur?
 - Stefanie Boen and Emily to talk and see what should happen
 - 02/08/21 Status: Stefanie to reach out to Emily to discuss
 - 03/08/21 Status: It was determined that the medical activities were interviews only and a non-issue. This issue is considered resolved.
- COVID phasing. Our region (Southwest) is currently in phase 2 - <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.

6. Inside Lock Box

- How many keys are inside?
- What do they do?
- 09/14/20 Status: Robert not present
- 10/12/20 Status: Robert not present
- 12/14/20 Status: Robert not present
- 02/08/21 Status: Robert not present
- 03/08/21 Status: Robert to email Kelly how many keys are in inside lock box and how the process works.

7. Incident and Corrective Action Tracking

- Do we want to generate a formal tracking procedure for incidents and how we correct them?
 - Trip and fall on steps – Completed and reports sent to board and posted to website
 - Graffiti #1 – Completed - Completed and reports sent to board and posted to website
 - Graffiti #2 – Completed - Completed and reports sent to board and posted to website
 - Kids on roof
 - Do we still want to post a sign or are the secured tables enough?
- 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.

8. Project Updates

- Bylaw review in process

9. Should we create a formal process for tenant maintenance requests/work orders?

- 03/08/1 Status: Group decides yes. Electronic system to track tenant maintenance request/work orders. Possibly add this to the Weebly site for renters to log into and post a maintenance request. Kelly to investigate Weebly options.

10. Should we create a formal process for tenants to report on-site incidents?

- Maybe we begin using the members' login functionality in the website?
- 03/08/21 Status: Group decides yes. Who should renters call if items are not working? Renters instructions. Kelly to look into Weebly functionality.

11. Ann Varkados requested that we post signs on the LAC that say “Masks Required.”

- Robert to do

12. Green Space Management – Rocky

- Need to spray the weeds. The county may do for cost of chemicals. Grass – Rocky talked to turf specialists. Need to start the grass in the fall. Need new sprinkler heads. Needs aeration – Could get from Discover rentals. Robert – Using weevils for the puncture vine (historically).

13. CEKC Request

- 03/08/21 Status: Needs locked space. Use of nurses office. Maybe willing to pay meetings or locked space. Ask for monthly meeting fee and then they can use the nurses office. Kelly to notify Linda Williams.

14. Ping Pong Table Donation – Kate Willsen

- Apparently already delivered and in hallway down by the south classroom. Board will evaluate the ping pong table situation at next in-person meeting.

15. Open Forum

- Meet in April in person
- Josh Padgett is agreeable to joining the board for OLESS. WELCOME #7!

ACTION ITEMS:

Don:

- Work on heater issues so balance of grant can be spent
- Bring ideas for process for tenant maintenance requests to next meeting
- Send before and after pictures and receipts for heater to Kelly for grant reimbursement package
- Find LAC building measurements
- Locate old reader board quote
- Meet with Stefanie Boen to give her the 2018 Financial Audit paperwork
- Make appointment with Steffanie and Rocky to go over Excel spreadsheet for Treasurer related expenses
- Email about verbiage for sign regarding kids being on roof
- Begin training Steffanie on Treasurer related duties
- Read 2016 lease agreement looking for details about educational RCW's – No longer relevant because educational RCW's govern all school properties - **Complete**
- Schedule and manage baseboard painting project
- Give baseboard painting receipts, pics and copy of checks to Kelly for reimbursement
- Talk to KPUD to find out what would be involved to increase community share of water for greenspace:

Emily:

- Reach out to Stefanie Boen and let her know what medical activities are occurring at the LAC
- 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:

- Sign and scan incident reports about graffiti and send to Kelly
- Bring ideas for process for tenant maintenance requests to next meeting
- 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
- Email about verbiage for sign regarding kids being on roof
- 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:

- Investigate work order/maintenance request functionality in Weebly.
- Investigate renter/member functionality in Weebly
- Send WAGAP updated MOU and Facilities Lease and Indemnification agreement for 2021 - **Complete**
- Update OLESS roster of board members with Rocky Schultz as Vice President - **Complete**
- Reach out to Josh P about joining OLESS board - **Complete**
- Reach out to Stefanie Johnson to see if she has time to be Treasurer
- Bring ideas for process for tenant maintenance requests to next meeting
- Add cables for tables to corrective actions for Kids on roof incident report - **Complete**
- Add green space watering to the LAC building maintenance schedule - **Complete**
- Email Linda Williams and ask her to copy Rocky on CEKC meetings - **Complete**
- Put together grant reimbursement package for heater and replacement parts
- Send email to Linda Williams and copy Kate Willsen so they can begin a dialogue - **Complete**
- Send email to Ann Varkados and copy Kate Willsen so they can begin a dialogue - **Complete**
- Look into coded entry for LAC
- Update building maintenance schedule with new fire extinguisher inspector information - **Complete**
- Request evidence of coverage from LSD No 406
- Generate Incident and Corrective Action Report for the trip on steps - **Complete**
- Generate Incident and Corrective Action Report for graffiti incident #1 - **Complete**
- Generate Incident and Corrective Action Report for graffiti incident #2- **Complete**
- Generate Incident and Corrective Action Report for kids on roof
- Send combined rental request form to Jonathan Blake and OLESS Board for approval
- Quote for sign to deter kids from getting on roof
- Get proof of coverage from Jonathan for Treasurer to present to LSD No. 406
- Read 2016 lease agreement looking for details about educational RCW's – No longer relevant because educational RCW's govern all school properties - **Complete**
- 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

Robert:

- Work on heater issues so balance of grant can be spent
- Email Kelly about how many keys are in the inside lockbox and how the process works
- Post “Masks Required” signs at LAC
- 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
- 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
- Email about verbiage for sign regarding kids being on roof
- Read 2016 lease agreement looking for details about educational RCW’s – No longer relevant because educational RCW’s govern all school properties - **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

Steffanie Johnson:

- Make appointment with Don to go over spreadsheet
- Look over New Board Member Orientation document
- Begin training with Don on Treasurer related duties

Stefanie Boen:

- Bring ideas for process for tenant maintenance requests to next meeting
- Schedule meeting time for bylaws review
- Update website with meeting sign in records
- Reach out to Emily to find out what medical activities are occurring on site
- Locate old reader board quote
- Audit 2019 Financial Reports
- Audit 2020 Financial Reports
- Sign off on 2018 Financial Audit report
- Meet with Don to get 2018 Financial Audit paperwork
- Email about verbiage for sign regarding kids being on roof
- Go over first draft of Fiscal Sponsorship agreement between CEKC and OLESS
- Read 2016 lease agreement looking for details about educational RCW's – No longer relevant because educational RCW's govern all school properties - **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:

- Manage flags appropriately/legally - Ongoing

PARKING LOT

- 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
- Resolve issue of people pulling picnic tables over to building and on crawling roof. Perhaps post a trespassing sign? – Moved to Incident Report and Corrective Action procedure for kids of roof - **Complete**
- Thatch green space
 - Generate process for requiring proof of insurance from renters and/or green space users - Insurance Requirements – Once figured out needs to be added to the form. Kari from McCoy Holliston may have a way to link them to the necessary insurance. Moved to Insurance Project Tracking document - **Complete**
 - Liability Clause – Add question “Do you have liability insurance?” Moved to Insurance Project Tracking document - **Complete**
 - Add section about alcohol – Moved to Insurance Project Tracking document - **Complete**
- 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 April 12, 2021 at 6:00 PM at the Lyle Activity Center
