

WEST TAPPS MAINTENANCE COMPANY
Board of Trustees Meeting Minutes
3302 C West Tapps Dr E, Suite C
Lake Tapps, WA 98391

1 **Scheduled Board Meeting**

2 Thursday June 14, 2023

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4 **Call to Order**

5 Meeting called to order at 7:00pm by Kit Bourn.

6

7 **Attendance**

8 **Trustees Present**

9 Adam Gregorich, Treasurer

10 Kit Bourn, Secretary, VP

11 Brad Boushey

12 Kim Scott

13 Candice Krasovec

14 Lorian Maddox

15 **Trustees Absent**

16 Aaron Kolar, President

17 **Staff Present**

18 Melissa Gubbe

19

20 **Determination of Quorum**

21 Quorum Reached

22

23 **Agenda**

24 Motion (230614.1903) Approve agenda by Gregorich, seconded by Bourn.

25 **Approved:** Unanimous

26

27 **Member Comments**

28 No member comments.

29 **Approval of Minutes**

30 Motion (230614.1905) to approve minutes for May 11th by Gregorich, seconded Scott.

31 **Approved:** Unanimous

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33 Motion (230614.1906) to approve minutes for May 15th by Gregorich, seconded Scott.

34 **Approved:** Unanimous

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36 Motion (230614.1907) to approve minutes for May 22nd by Gregorich, seconded Scott.

37 **Approved:** Unanimous

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41 Reports

42 Please see attached reports.

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44 Unfinished Business

45 Interim Board Members

46 Motion (230614.1915) to induct Lorian Maddox as an interim WTMC board member by Scott,
47 seconded by Gregorich.

48 **Approved:** Unanimous

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50 Motion (230614.1922) to induct Candice Krasovec as an interim WTMC board member by
51 Gregorich, seconded by Scott.

52 **Approved:** Unanimous

53

54 Jenks Park Septic

55 Pierce County sent back the requirements for a septic tank replacement at Jenks Park that will
56 increase the cost of replacing the tank.

57 Motion (230614.1922) to approve an increased cost from NW Septic to purchase a Pierce
58 County approved septic tank by Gregorich, seconded by Scott.

59 **Approved:** Unanimous

60

61 New Business

62 Code of Conduct Update

63 Motion (230614.1913) to update the Code of Conduct to add the following line by Gregorich,
64 seconded by Scott.

65 *Follow the rules set forth in the governing documents, Board Policy Manual (BPM) and other*
66 *board approved policies.*

67 **Approved:** Unanimous

68

69 Park Signs

70 Discussion – Signs around the parks are numerous and outdated. May be room to update the
71 signs and remove unnecessary signs.

72 PURCOR Vegetation Bid

73 Motion (230614.1955) to accept from PURCOR for up to \$2500 for vegetation control on
74 Hidden View to be taken from the Hidden View account by Gregorich, seconded by Scott.

75 **Approved:** Unanimous

76

77 Bulletin Board Purchase

78 Motion (230614.2004) to purchase a cedar-colored poly bulletin board for \$5018.36 from
79 digital buyer to be taken from the FM account by Gregorich, seconded by Scott.

80 **Approved:** Unanimous

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Jenks Park Gate

Discussion – Options surrounding an update to the gate Jenks Park.

Jenks Park Boat Launch Closure Times

Discussion – Discussing the possibility of keeping the boat launch open later for boat retrieval.

Jenks Park Drainage Tank

Moved to the workshop.

Lakeridge Engineering Quote

Motion (230614.2026) to accept bid from Kevin Fandel for site plans for both Bankers and Lakeridge Parks improvements not to exceed \$5000 to be taken from capitol funds by Gregorich, seconded by Scott.

Approved: Unanimous

Motion (230614.2027) to accept bid from Site Pro Engineering for \$4500 plus tax for county required site plans at Lakeridge Parks to be taken from capitol funds by Gregorich, seconded by Scott.

Approved: Unanimous

Lake Tapps Community Council Position LTCC

Moved to the workshop.

Lake Tapps Fireworks Show

Discussion on the annual donation to the Lake Tapps fireworks show.

Committees Discussion

Motion (230614.2051) to accept Candice Krasovec as the Events Committee Chair by Maddox, seconded by Gregorich.

Approved: Unanimous

Motion (230614.2055) to accept Lorian Maddox as the Violations Committee Chair by Gregorich, seconded by Krasovec.

Approved: Unanimous

Motion (230614.2058) to accept Adam Gregorich as the Budget Committee Chair by Gregorich, seconded by Krasovec.

Approved: Unanimous

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121 Motion (230614.2059) to accept Kimberly Newlove as a member of the Budget Committee by
122 Gregorich, seconded by Krasovec.

123 **Approved:** Unanimous

124
125 Motion (230614.2100) to accept Candice Krasovec as the Architecture Chair by Gregorich,
126 seconded by Maddox.

127 **Approved:** Unanimous

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129 Motion (230614.2108) to accept Aaron Kolar as the Nominations Committee Chair by
130 Gregorich, seconded by Scott.

131 **Approved:** Unanimous

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133 Motion (230614.2111) to accept Kimberly Newlove as a member on the Policy Committee by
134 Gregorich, seconded by Maddox.

135 **Approved:** Unanimous

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137 Good of the Order

138 Members in attendance were asked to consider signing an electronic communication waiver
139 allowing WTMC to email the members regarding official business.

140

141 Executive Session

142 Motion (230614.2124) to discuss legal and personnel matters by Gregorich, seconded by
143 Boushey.

144 **Approved:** Unanimous

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146 Motion (230614.2232) to exit executive session by Gregorich, seconded by Maddox.

147 **Approved:** Unanimous

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150 New Business Continued

151 Motion (230614.2234) to increase pay for Alyssa Watkins to \$22/hr. and add the accrual of
152 vacation time per WTMC policy by Gregorich, seconded by Scott.

153 **Approved:** Unanimous

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155 Motion (230614.2234) to increase pay for Parks Lead to 18/hr. effective Sunday June 11th by
156 Gregorich, seconded by Scott.

157 **Approved:** Unanimous

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159 Motion (230614.2235) to set pay for returning seasonal employees to \$16.50 starting June 11th
160 by Krasovec, seconded by Scott.

161 **Approved:** Scott, Krasovec, Boushey, Maddox **Abstain:** Gregorich

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Motion (230614.2236) to adopt the Architecture Committee recommendations regarding the Pope variance by Gregorich, seconded by Scott.
Approved: Unanimous

Meeting Adjourned

Motion (230614.37) to adjourn by Gregorich, seconded by Scott.
Approved: Unanimous

Meeting Minutes Prepared by	Date
Kit Bourn	06/28/2023