

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 July 13, 2023

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4 **Call to Order**

5 Meeting called to order at 7:00pm by Aaron Kolar.

6

7 **Attendance**

8 **Trustees Present**

9 Adam Gregorich, Treasurer

10 Brad Boushey

11 Kim Scott

12 Candice Krasovec

13 Lorian Maddox

14 **Trustees Absent**

15 Kit Bourn, VP, Secretary

16 **Staff Present**

17 Melissa Gubbe

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19 **Determination of Quorum**

20 Quorum Reached

21

22 **Agenda**

23 Motion (230713.1) Approve agenda as amended by Gregorich, seconded by Scott.

24 **Approved:** Unanimous

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26 **Member Comments**

27 No member comments.

28

29 **Approval of Minutes**

30 Motion (230713.2) to approve minutes for June 14th by Gregorich, seconded Scott.

31 **Approved:** Unanimous

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33 **Reports**

34 Please see attached reports.

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39 **New Business**

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41 **Approve LTCC Policy**

42 Motion (230713.3) to approve LTCC Policy as amended to be added to the WTMC BPM by
43 Gregorich, seconded by Maddox.

44 **Approved:** Unanimous

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46 **Approve Emergency Expenditure Policy**

47 Motion (230713.4) to approve Emergency Expenditure Policy to be added to the WTMC BPM by
48 Gregorich, seconded by Boushey.

49 **Approved:** Unanimous

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51 **Approve Attorney Communication Policy**

52 Motion (230713.5) to approve Attorney Communication Policy to be added to the WTMC BPM
53 by Gregorich, seconded by Boushey.

54 **Approved:** Unanimous

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56 **Budget re-allocation**

57 Motion (230713.6) Transfer \$45049.52 from category 1209 (Facilities Manager) to category
58 3211 (Grounds Maintenance), transferring \$5073.97 from category 1209 (Facilities Manager) to
59 category 6211 (Supplies) for the bulletin boards, and transferring \$20314.09 from category 1209
60 (Facilities Manager) to category 3203 (Greenbelt) by Gregorich, seconded by Boushey.

61 **Approved:** Unanimous

62

63 **Fencing at Jenks**

64 Discussion on fencing bid for the gate at Jenks Park. A bid is expected to be delivered to the
65 board soon.

66

67 **Good of the Order**

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

70

71 **Executive Session**

72 Motion (230713.7) to discuss legal and personnel matters by Gregorich, seconded by Boushey.

73 **Approved:** Unanimous

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76 Motion (230713.8) to exit executive session by Gregorich, seconded by Boushey.

77 **Approved:** Unanimous

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80 **New Business Continued**

81 Motion (230713.8) to increase pay for Melissa Gubbe to \$36.50/hr. effective next pay period by
82 Gregorich, seconded by Scott.

83 **Approved:** Unanimous

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85 **Meeting Adjourned**

86 Motion (230713.8) to adjourn by Gregorich, seconded by Maddox.

87 **Approved:** Unanimous

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91 **Meeting Minutes Prepared by**

92 Kit Bourn

93

Date
07/04/2023