

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board of Commissioners**

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: April 23, 2014

SUBJECT: **Executive Director's Report**

ISSUE

Update on TPMPD operations

FINANCIAL IMPACT

None

BACKGROUND

This informational memorandum is to update the Board on the work of the Executive Director

DISCUSSION

Between March 20 and April 16, the following has been accomplished:

- Attended TPAC meeting
- Facilitated Executive Director Committee meeting & prepared summary minutes
- Reviewed audio and revised minutes from the February and March MPD meetings
- Drafted reports, memos & related documents to create the packet for April meeting
- Provided notes for ILA revisions to TPMPD Attorney
- Researched basic legal guidelines for Special Purpose Districts
- Made inquiries into miscommunication issue with City staff and Global 2 Local staff
- Provided emails and documents in response to a large Public Disclosure Request
- Made preliminary arrangements and compiled topics for the upcoming Board Retreat
- Met with Washington Cities Insurance Authority (WCIA) representative for initial audit
- Additional meetings held with:
 - De'Sean Quinn, Board President
 - David Cline, City Administrator
 - Rick Still, Parks & Recs Director
 - Brian Snure, TPMPD Attorney (by phone)

RECOMMENDATION

None

ATTACHMENTS

None