

## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: August 20, 2014

SUBJECT: Executive Director Committee Report

#### ISSUE

Report on the Executive Director Committee meeting

#### FINANCIAL IMPACT

None

#### REPORT

The Executive Director Committee (EDC) held a meeting on August 14, 2014.

Business items and action taken included:

- Correction to minutes – The minutes from the July 10<sup>th</sup> meeting were revised and that revision also changes what was reported in last month's EDC report memo. The committee did not decide to use the revised Executive Director position description temporarily.
- ED provided the committee with an update on the transition process, specifically: hiring process, ad hoc committee appointments and meeting plans. A similar update will be provided at the full Board meeting.
- July's suggestion box cards were reviewed. There was discussion on how the Board might follow-up to ensure that suggestions are addressed by the operator.
- A revised TPMPD Work Plan was presented and will be included in the ED's report.
- Reviewed the timeline and process for Budget approval and tax levy resolutions.
- Discussed the need for a new Treasurer for the MPD

#### ATTACHMENTS

- Agenda and approved Summary Minutes from EDC meeting 7/10/2014
- Agenda from EDC meeting 8/14/2014



# **TPMPD Executive Director Committee**

## **Meeting Agenda & Summary Minutes**

July 10, 2014 5:30pm – 7:00pm

Conference Room #1, 6300 Southcenter Blvd.

Attendees: Verna Seal, Allan Ekberg, Kathy Hougardy, Jennafer Price Cargill (ED)

Guests: Steve Burke (by phone), Ellen Gengler, Kim McCoy

- I. Opening - *ED called the meeting to order at 5:39pm*
  - A. Approval of the agenda – *Approved as presented*
  - B. Approval of last month's minutes – *Motion to approve by Verna Seal, seconded by Kathy Hougardy. Motion passed.*
- II. New Items
  - A. Work Session regarding review of operational options w/Steve by phone – *Discussion with Steve focused on overarching purpose of the work session and general outline of the topics to be covered. General agreement to formally announce as a Special Meeting so that the Board may vote and take action.*
  - B. Suggestion box items from May and June – *Only one suggestion this month: a note about keeping the front desk area cleaner. A copy was provided to Malcolm in person and an email version was sent to Rick's office.*
- III. Open Items
  - A. Executive Director position description - *Kathy Hougardy offered a revised version that reduced redundancies and eliminated references to specific operational models. No major content changes were proposed.*
  - B. Operator's response loop – *ED reports that there has been no further movement on this from the operator.*
- IV. Agenda Items for Next Month – *ILA is the main item on the agenda at the moment. Verna requested that the packet include a good red-line copy as well as the clean copy so that the Commissioners may track the changes.*
- V. Action Items
  - *ED will take necessary steps to notice July 19<sup>th</sup> as a Special Meeting and inform the other Commissioners of the logistics surrounding the day.*
  - *ED will follow up with Attorney to ensure that packet includes red line version of the ILA*
- VI. Adjournment – *ED adjourned the meeting at 6:48pm*

**TPMPD Executive Director Committee**  
**Meeting Agenda**

August 14, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.

Attendees: De'Sean Quinn, Kate Kruller, Kathy Hougardy, Jennafer Price Cargill

- I. Opening
  - A. Approval of the agenda
  - B. Approval of last month's minutes
- II. Open Items
  - A. Transition process check-in
  - B. Suggestion Box
- III. New Items
  - A. Revised work plan for ED
  - B. Tax levy and Budget deadlines
  - C. New Treasurer for the TPMPD
- IV. Agenda Items for Next Month
- V. Action Items
- VI. Adjournment