

## **INFORMATIONAL MEMORANDUM**

### **Tukwila Pool Metropolitan Park District**

**TO:** Tukwila Pool MPD Board

**FROM:** Jennafer Price Cargill, TPMPD Executive Director

**DATE:** September 18, 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 September 11, 2014.

Business items and action taken included:

- The Budget Committee Chair provided the committee with an update on their work, including a decision to make recommendations on financial support services and policies.
- The ED provided an update on the work of the Hiring Committee and where we are in the Aquatics Manager hiring process.
- There was also a report on the progress of the Logistics Committee in clarifying their purpose and structure
- The ED presented a draft agenda and some support materials for the next MPD meeting for the committee's review and feedback
- To avoid conflicts with holidays, the Committee decided to recommend that the Board of Commissioners reschedule their last two meetings of the year to Thursday November 13<sup>th</sup> and Thursday December 11<sup>th</sup>.
- The Committee also decided to recommend that the ED be responsible for intra-committee communications as she sits on all of them. This includes carrying messages and requests and tracking tasks and processes between committees.

#### **ATTACHMENTS**

- Agenda and approved Summary Minutes from EDC meeting 8/14/2014
- Agenda from EDC meeting 9/11/2014



# **TPMPD Executive Director Committee Meeting Agenda & Summary Minutes**

August 14, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.

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

Guests: Vanessa Zaputil, Ellen Gengler

## **I. Opening**

A. Approval of the agenda

B. Approval of last month's minutes - *Regarding the ED position description, delete "General agreement on using this revised version temporarily until a clear operational plan is in place, at which point the topic may need to be revisited." Otherwise, minutes were accepted as is.*

## **II. Open Items**

A. Transition process check-in – *The ED reviewed the status of the appointment process for the Ad Hoc Committees. As Board President, all appointments will be made by De'Sean Quinn. Requests for appointments are being referred to De'Sean. So far, Commissioners appointments are as follows:*

- *Hiring Committee – De'Sean Quinn, Allan Ekberg, Joe Duffie*
- *Budget Committee – Dennis Robertson, Kate Kruller*
- *Logistics Committee – Verna Seal, Kathy Hougardy*

*Other positions are still in consideration. The Hiring Committee has scheduled a meeting for August 19<sup>th</sup> and all appointments should be in place for that committee by that date.*

B. Suggestion Box – *The Ed provided the committee members with the items that were in the suggestion box this month as well as a written response from Malcolm Neely addressing some of the items. Some members of the committee would like the current Operator to keep the Board in the loop as they follow-up on Suggestion Box items forward.*

## **III. New Items**

A. Revised work plan for ED – *A revised version of the ED's work plan was presented to the committee to reflect the work being done to prepare for the transition. The suggestion was made that this should be distributed to the entire Board at the next MPD meeting.*

B. Tax levy and Budget deadlines – *The committee engaged in a general discussion of the annual resolutions regarding the tax levy and the process leading up to a 2015 Budget for the MPD. Preliminary info suggests that the City might have been planning to propose a fee increase, so any documentation or research that was prepared to support that request should be passed on to the ED.*

C. New Treasurer for the TPMPD – *The TPMPD has the option of reverting to King County to provide services not only as the Treasurer, but also for a variety of financial support services free of charge. The ED will continue to gather information and present a “for information only” memo to the Board at the August meeting in preparation for the possibility of a vote on the issue in September.*

IV. Agenda Items for Next Month – *The ED Committee would like to continue hearing updates on the progress of the various Ad Hoc committees.*

V. Action Items

- *The ED will distribute the revised work plan to the Commissioners at the next MPD meeting.*
- *The ED will request any research or documentation of a need for a fee increase from City staff.*
- *The ED will prepare a memo informing the Commissioners that King County is available at no cost to be the Treasurer and for financial support services.*

VI. Adjournment – 7:04pm

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

September 11, 2014

5:30pm – 7:00pm

Hazelnut Conference Room, 6200 Southcenter Blvd.

Committee Members: 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. Agenda for September MPD meeting
  - C. Suggestion Box
- III. New Items
  - A. Schedule of MPD meetings for November & December
- IV. Agenda Items for Next Month
- V. Action Items
- VI. Adjournment