

## INFORMATIONAL MEMORANDUM

### Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board of Commissioners

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: October 16, 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 September 19 and October 16, the following has been accomplished:

- a. Met weekly with City staff to review and discuss items relating to the transition
- b. Updated the TPMPD's master transition plan to reflect new information and intentions of various ad hoc committees, distributed to Logistics Committee
- c. Participated in four meetings of the Budget Committee
- d. Researched and presented information concerning benefits offered by other park districts for Budget Committee review
- e. Made preliminary inquiry and site visit to a potential future monthly meeting location
- f. Conferred with WCIA rep of hiring and general HR administrative practices
- g. Participated in three meetings of the Logistics Committee
- h. Drafted a TPMPD Employee Handbook for the Logistics Committee members review
- i. Completed and documented reference checks for all three Aquatics Manager finalists
- j. Reviewed audio and revised minutes from the September 24<sup>th</sup> Regular MPD meeting
- k. Reviewed audio and created minutes from the September 23<sup>rd</sup> Special MPD meeting
- l. Drafted reports, memos, Resolutions & related documents for the October MPD meeting
- m. Attended and prepared materials for a meeting of the Tukwila Pool staff
- n. Participated in one meeting of the IT Committee
- o. Facilitated two meetings of the Executive Director Committee (EDC) meeting
- p. Researched and prepared information for EDC review on employee contracts
- q. Researched, interviewed and obtained a proposal from management contractor with experience helping Special Purpose Districts
- r. Communicating and working with various vendors in preparation for transition
- s. Communicating and working with US Bank to open a TPMPD Bank Account
- t. Posting notices and preparing documentation for upcoming hearing on Tax Levy and proposed 1% tax increase
- u. Posting notices and preparing documentation for upcoming hearing on 2015 Budget
- v. Attended the monthly TPAC meeting

**RECOMMENDATION**

None

**HANDOUT**

- ED Time Tracking worksheets for Sept 21 through October 18, 2014