

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool MPD Board Members

FROM: Jennafer Price Cargill, TPMPD Executive Director

DATE: February 26, 2014

SUBJECT: Executive Director's Report

ISSUE

Update on TPMPD administrative operations

FINANCIAL IMPACT

No financial impact

BACKGROUND

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

DISCUSSION

Between Jan 16 and Feb 19, the following has been accomplished:

- ED office equipped and running, purchased: laptop computer w/Office Professional and Norton security suite, printer/scanner/copier, mini LCD projector, cell phone and plan to support Wi-Fi access, and other general office supplies as needed. Total expenditures: approximately \$2200
- Attended TPAC meeting and marketing committee meeting
- Worked with City Clerk and Board President to pilot two new methodologies designed to reduce costs and increase efficiency at monthly meetings.
- Drafted TPAC Resolution and ED Committee Resolution
- Researched and compiled recommendations on high priority items from KJ Designs Report
- Met with TPMPD Attorney to review ILA and provide recommendations for amendments
- Researched PERS plan and other pension/retirement options.
- Submitted required paperwork to establish a separate TPMPD purchasing card program
- Organized and attended a demonstration of the pool cover
- Meetings held with:
 - De'Sean Quinn, Board President
 - David Cline, City Administrator
 - Nancy Coogan, Tukwila School District Superintendent
 - Kate Kruller, Commissioner
 - Verna Seal, Commissioner
 - Kathy Hougardy, Commissioner
 - Brian Snure, Attorney
 - Amy Kindell & Malcolm Neely, Tukwila Pool Staff

RECOMMENDATION

Committing the TPMPD to PERS is not recommended. Currently compiling options which will be reviewed by the Executive Director Committee (once that body is established) then a final recommendation will be submitted to the Board as a whole at a later date.

ATTACHMENTS

None