

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: Tukwila Pool Metropolitan Park District (TPMPD) Board of Commissioners

FROM: Kate Kruller, TPMPD Commissioner

DATE: March 26, 2014

SUBJECT: Discussion on establishing TPMPD email addresses

ISSUE

Should the TPMPD Board Members have a separate email for TPMPD business?

FINANCIAL IMPACT

Preliminary research indicates cost could be between \$20 and \$100 per year.

BACKGROUND

The TPMPD is subject to RCW 42.56 of the Public Records Act, and therefore is required to provide copies of all public record documents upon request.

The members of the TPMPD Board are elected officials. State law provides that all correspondence sent to them (by any means, including email) is a public record. Certain records, such as personal information, may be exempt from disclosure. Therefore, any correspondence relating to TPMPD business sent to the Board of Commissioners (by any means, including email) by any member of the public will be disclosed to any person who makes a request, unless exempt from disclosure under state law.

Currently, TPMPD Commissioners are using City of Tukwila or personal email to conduct TPMPD work. Potentially, a public records request for TPMPD material would require the Commissioners to provide all emails from that entire account as opposed to those relating solely to TPMPD work.

Additionally, there is no specifically identified, intuitive communications channel for community members to use for directly contacting the TPMPD Board in their capacity as Commissioners. This is confusing, and presents a barrier to the public, resulting in a lack of direct access and transparency to the governing body of the TPMPD.

DISCUSSION

Shall the Members of the Board of Commissioners for the TPMPD request the establishment of a distinct Tukwila Pool email address for the purposes of conducting TPMPD business?

ATTACHMENTS

none