

INFORMATIONAL MEMORANDUM

Tukwila Pool Metropolitan Park District

TO: **Tukwila Pool MPD Board**

FROM: Jennafer Price Cargill, Executive Director

DATE: October 16, 2014

SUBJECT: **Ad hoc transition committees update**

ISSUE

An update on the progress of the ad hoc committees formed to transition the Tukwila Pool operations to the TPMPD

FINANCIAL IMPACT

none

BACKGROUND

In July, the TPMPD Board voted to form four ad hoc committees to address the various work necessary to transition to self-operating. Those committees are: Logistics, Budget, IT and Legal.

DISCUSSION

For information purposes only.

- The Budget Committee has finalized a recommended transition budget for 2014, a Draft 2015 Budget, and is recommending a new TPMPD Treasurer for Board approval.
- The Logistics Committee has reviewed the Master Transition Task list, reviewed a sample set of policies, developed and recommended a preliminary employee handbook for immediate implementation and future revision as needed.
- The IT Committee was formed, met one time, developed a scope of tasks and implemented a Contractor search.

ATTACHMENTS

none