

MEMORANDUM

Date: October 19, 2022
To: Board of Directors
From: Tim Maybee, Board President
Subject: General Manager and Temporary Finance Administrator Transition

Background

In closed session at the October 19, 2022 meeting, the District Board will consider terminating the General Manager Employment Agreement with Tom Hennig, with an effective date of November 18, 2022. If the Board terminates the agreement, there will need to be an appointment of an interim General Manager.

The audited financial statements for the 2020-21 fiscal year have not yet been completed. The District is unable to produce current, accurate, and up-to-date financial reports. Therefore, the District needs outside finance staff to complete these important tasks.

Recommended Motions

In light of these circumstances, I recommend that the Board approve the following motions:

- Move that the District (a) appoint Michael Fritschi as interim General Manager effective November 18, 2022; (b) the transition of the General Manager responsibilities to Mr. Fritschi shall begin on October 20, 2022; (c) in light of his increased responsibilities during the transition period, effective October 20, 2022 and through the duration of his appointment as interim General Manager, Mr. Fritschi shall receive a salary of \$15,643 per month and a car allowance of \$500 per month; (d) Mr. Fritschi shall also be authorized to appoint an interim Director of Operations from existing staff; and (e) Mr. Fritschi shall be able to revert to the Director of Operations position upon conclusion of his service as interim General Manager.
- Move that the District (a) engage Vanessa Burke (accountant with District service provider The Pun Group, LLP) as outside finance staff at approximately 2.5 days per week working under the Board of Directors and with the authority to direct other District finance and administrative staff and work with the independent audit firm; and (b) the ad hoc transition committee that might be appointed by the Board is authorized to negotiate and approve an appropriate task order for this work under the District's existing agreement with The Pun Group.
- Move to approve an ad hoc transition committee of Directors Maybee and Pohll to aid, work with, and oversee the work of the interim General Manager, Ms. Burke, and other staff regarding the General Manager transition and financial-related issues, including the authority to provide business and policy direction and with regular reports back to the full Board.