

MEMORANDUM

TO: Board of Trustees

FROM: Kendra Wong

SUBJECT: Review, discuss and possibly approve the orderly and timely transition of responsibility from the current District General Manager Steven J. Pinkerton to the Interim General Manager by terminating his active duties as General Manager at 5:00 p.m. on August 2, 2019 and approving the use of accrued vacation leave for the balance of the 90-day notice period **and** review, discuss and possibly approve an Appointment of Assistant General Manager Indra Winquest to Interim General Manager effective 5:00 p.m. on August 2, 2019

DATE: July 8, 2019

I. RECOMMENDED ACTIONS

- A. Approve the orderly and timely transition of responsibility from the current District General Manager Steven J. Pinkerton to the Interim General Manager by terminating his active duties as General Manager at 5:00 p.m. on August 2, 2019 and approving the use of accrued vacation leave for the balance of the 90-day notice period.
- B. Appoint Assistant General Manager Indra Winquest to Interim General Manager effective 5 pm. August 2, 2019.

II. CURRENT SITUATION

On June 13, 2019, Steven J. Pinkerton submitted his 90-day notice that he was stepping down from his position as General Manager of the District.

To ensure an orderly and timely transition of responsibility, Mr. Pinkerton would like to terminate his active duties as General Manager at 5:00 pm on August 2, 2019. Mr. Pinkerton would use accrued vacation leave for the balance of the 90-day notice period.

III. INTERIM GENERAL MANAGER

Traditionally, an existing member of the District's Senior Management Team serves as the Interim General Manager. In fact, this has been the case with every prior transition in responsibility since 1984.

It is recommended that the District's current second in command, Assistant General Manager Indra Winquest, be designated as the Interim General Manager. It is further recommended that Mr. Winquest receive a fifteen percent (15%) increase salary during the duration of this assignment.