



Highlands Recreation District

1851 Lexington Avenue • San Mateo, CA 94402

(650) 341-4251 • Fax (650) 349-9627

www.highlandsrec.ca.gov

"A Community Place to Learn, Grow & Play"

[DRAFT for Board Consideration]

July 26, 2022

Mike Koenig

via hand-delivery and email

Dear Mike,

Thank you for your service to the Highlands Recreation District as Interim General Manager per the attached letter agreement dated June 15, 2022.

In early July 2022, consistent with the June 15, 2022 letter agreement, you provided written notice to the Board that you would prefer to return to your prior position (K-8th Child Care Director) and not be considered for the permanent general manager position. Per the June 15, 2022 agreement, the Board is now endeavoring to commence a general manager recruitment process as soon as possible.

The June 15, 2022 agreement states that you would return to your prior position thirty (30) days after your notice to the Board, unless you and the Board mutually agree to extend your service as Interim General Manager.

You have offered to continue to serve as Interim General Manager until November 8, 2022 or until the District hires someone to serve as General Manager, whichever comes first. The Board considered and accepted your offer at its July 25, 2022 special meeting.

During your ongoing temporary appointment as Interim General Manager, you will continue to receive all the compensation associated with your prior position (K-8th Child Care Director) plus an additional \$2,742.66 per month. While you are serving as Interim General Manager, the District will not permanently fill your prior position. Instead, the duties of that position will temporarily be performed by other HRD staff, who will receive corresponding additional pay. At the conclusion of your service as Interim General Manager, you will return to your prior position (K-8th Child Care Director).

Sincerely,

Michelle McNeil, President
HRD Board of Directors

Accepted and Agreed:

Mike Koenig

Attachment: June 15, 2022 letter agreement

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June 15, 2022

Mike Koenig

via hand-delivery and email

Dear Mike,

Thank you for your service to the Highlands Recreation District. This letter memorializes the Board's direction and discussion at its public meetings on May 16, 2022, and June 14, 2022.

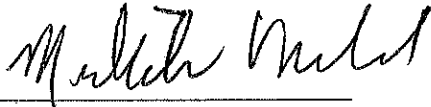
Your initial appointment as acting/interim general manager will be for up to 90 days, with adjustments as described below. That 90-day period started running on May 10 and will continue until August 8. During this temporary appointment, you will evaluate whether you would potentially like to stay on in the general manager position on a permanent basis. The Board will, likewise, evaluate your performance as interim general manager. During this temporary appointment, you will continue to receive all the compensation associated with your prior position (K-8th Child Care Director) plus an additional \$2,742.66 per month. Additionally, the Board understands and expects you will retain a consultant with relevant public sector experience to assist and advise you as you become familiar with performing general manager duties.

While you are serving as interim general manager, the District will not permanently fill your prior position. Instead, the duties of that position will temporarily be performed by other HRD staff, who will receive corresponding additional pay. If at any time between now and August 8 you decide you would prefer to return to your prior position and not be considered for the permanent general manager position, please provide written notice of your decision to the Board. In that situation, the Board would endeavor to commence a general manager recruitment process as soon as possible. You would return to your prior position thirty (30) days after your notice to the Board, unless you and the Board mutually agree to extend your service as interim general manager during the recruitment process, with compensation continuing as described above.

Prior to August 8, the Board intends to conduct a closed session evaluation of your performance as interim general manager and determine whether it would like to ask you to stay on in the general manager position on a permanent basis. In that event, the Board would direct its designated representative to negotiate with you regarding the relevant terms of such a permanent appointment. If the Board instead determines that it would be best to recruit someone else to be the permanent general manager, it will endeavor to commence that recruitment process as soon as possible. In that

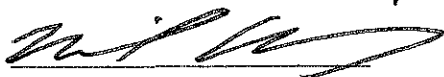
situation, you and the Board may mutually agree to extend your service as interim general manager during the recruitment process, with compensation continuing as described above.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michelle McNeil", written over a horizontal line.

Michelle McNeil, President
HRD Board of Directors

Accepted and Agreed:

A handwritten signature in cursive script, appearing to read "Mike Koenig", written over a horizontal line.

Mike Koenig