

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: June 22, 2018

From: Mike Kinney

Subject: Name Secretary Pro-Tem

Background/Discussion

Board Secretary, Wayne Moe, is unable to attend the June 25th special board meeting and sign resolution 18-06-02. The purpose of this agenda item is to assign a Secretary Pro-Tem in Manager Moe's absence. The following motion is recommended by staff and legal counsel.

Recommended Action

Manager _____ is named to serve as Secretary Pro Tem, effective immediately and through June 27, 2018. Seconded by Manager _____.