



CLACKAMAS COUNTY

Soil and Water Conservation District

Approved 1/18/11

SWCD Special Board Meeting Minutes for December 30, 2010

Present:

Directors: Jan Lee (Chair), Don Guttridge (Vice Chair), Lowell Hanna (Secretary), Joan Zuber (Treasurer), Janiece Miller, Ron Oberg

Staff: Lisa Bucy, Michael Garvison, Marlene Lloyd, Tom Salzer

Guests: Roger Fantz, Raymond Rendleman, Richard Winkel

1 – CALL TO ORDER

Chair Lee called the meeting to order at 9:00 a.m. on Thursday, December 30, 2010 in the Clackamas County SWCD (CCSWCD) conference room at 221 Molalla Avenue, Oregon City, OR.

2 – AMEND/ACCEPT AGENDA: No amendments were made to the agenda.

3- PUBLIC COMMENT – Director Miller requested a report on the 2011 Annual Dinner. Chair Lee asked staff Bucy to give the report at the January Board Meeting.

4 – AUDIT REPORT/REVIEW – Richard Winkel provided an overview and highlights of the audit covering the fiscal year July 1, 2009 thru June 30, 2010. Mr. Winkel also answered questions from the board. He commented that the district had a balanced system involving separation of duties and internal controls. He recommended viewing copies of checks from the bank to compare with the QuickBooks report. A board member or the District Manager should complete this task. Manager Salzer will perform this duty on a regular basis. Several corrections were suggested by board members.

5 – ACCEPTANCE OF AUDIT – Directors Hanna/Guttridge moved/seconded to accept the 2009-2010 audit as corrected during discussion. Motion carried. Staff will immediately transmit the final audit to the appropriate recipients.

6 – APPROVAL OF VOUCHERS – Directors Guttridge/ Zuber moved/seconded to approve vouchers, as submitted. Motion carried. Director Hanna requested a tape be run of the vouchers being presented for approval. Chair Lee recommended that a one page summary of the vouchers could be used in lieu of a tape.

7– ADJOURN AND NEXT MEETING: The next Board Meeting will be January 18, 2011. A brown bag presentation by Jenne Reische on a riparian project will be presented at 12:30, with the meeting called to order at 1:00 p.m. There is no executive committee meeting planned for January 2011.

There being no further business, Chair Lee adjourned the meeting at 9:40 a.m.

Respectfully submitted,

Lisa Bucy
Assistant Manager