

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Work Session – October 30, 2023

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING OF THIS MEETING IS POSTED, IN LIEU OF WRITTEN MINUTES, ON THE DISTRICT WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via ZOOM: The special Work Session Board Meeting of the Otter Rock Water District Board was held on October 30, 2023 via ZOOM. The meeting convened at 6:02pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Lombardi and Elliker
- Staff members present: Whitney Erskine
- Public in Attendance: Lynn Hawley, Pat Anderson, the Harts, the Mullins

C) Special Order of Business

a. **Office Manager position**

Whitney Erskine has given her resignation notice effective November 25th. The board discussed the options for the position– fill the position, outsource the bookkeeping work - and the pro's and con's of each. Commissioner Goldhammer is willing to fill in if we need to and discussed consulting SDAO for guidance. Commissioners Goldhammer and Elliker will work on a job description for job posting and have all commissioners review with the goal of getting it out in one week.

b. **Water Caucus** – Announcement of the visit scheduled for November 14th by the Oregon Joint Legislative Water Caucus as part of a coastal tour of water systems. It will be a group of 40 people. We need to do some clean up and will need to set up chairs and tables. Commissioner Elliker will send an email out to the News List for a clean-up day on Sunday the 12th

c. **Community Room** – A request for use of the community room for a music group was approved by board consensus.

Other comments: We are still watching to determine if we have a roof leak. will get to the bank to sign needed documents and Commissioner Lombardi thanked Whitney for her 13 years at the office.

Meeting was adjourned at 7:08 PM
Submitted by Commissioner Elliker