

# FOUR RIVERS VECTOR CONTROL DISTRICT

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## Minutes

### Board of Trustees – Regular Meeting

September 24<sup>th</sup>, 2025 – 6:00 p.m.

**Call to order:** Board chairwomen Eva Wild Crain called the meeting to order at 6:00 p.m. on September 24<sup>th</sup>, 2025.

**Roll Call:** Members present; Amy Varner, Eva Wild Crain, Steven Emerson, and Rodney Dieckhoff. Members absent: None **District Employees:** Sierra Dieckhoff **Visitors:** 4 in-person, 2 Virtual

#### Approve previous meeting minutes

September 10<sup>th</sup>, 2025 Meeting Minutes – Regular Meeting: Eva stated she wanted the recommendation of nominating Rich Parker for the available board position and the board voting to approve - added to the minutes. Rodney Dieckhoff made a motion to approve the change. Steven Emerson seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

#### Treasurer's Reports

No new month-end report; August report previously approved at September 10<sup>th</sup>, 2025 meeting.

**Manager's Update:** Office Manager Sierra Dieckhoff provided a brief update on district operations. She reported that she winterized the vehicles and equipment she was able to and placed them on battery tenders. While there is still work remaining, the majority of the equipment winterization has been completed, with the exception of two vehicles that could not be completed due to a shortage of battery tenders.

#### Old Business

- a) ADA compliance for public meetings: There were no updates regarding ADA compliance. Board noted that they have not yet reached out to any contractors. The district has also not received any responses from the contractors previously contacted. Amy Varner provided 2 contractors names and phone numbers to Eva, Eva will contact them both.
- a) Bank Account Access – Account Signers: Steven Emerson made a motion to remove Rodney Dieckhoff, Sierra Dieckhoff, Myles Bowlin, and Lawrie Dieckhoff from the Four Rivers Vector Control District First Interstate Bank account, and to add Eva Wild Crain and Steven Emerson as authorized signers. The motion was seconded by Amy Varner. Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes, Rodney Dieckhoff – No. Motion passed by majority.

Steven Emerson made a motion to change the Four Rivers Vector Control District debit card into his name, remove Sierra Dieckhoff, and close the credit card ending in 8515. The motion was seconded by Eva Wild Crain. Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes, Rodney Dieckhoff – No. Motion passed by majority.

- b) Budget Committee: The Board discussed that recruitment for budget committee members is still ongoing. The Office Manager noted that an application for interested community members is available on the district website; to date, only one application has been received.
- c) Board Member Position: The Board discussed the open board position, noting that there have been two interested individuals so far. Board Chairwoman Eva Wild Crain stated that the County would be appointing the new board member on Wednesday, October 1st.
- d) Contracting Services: The Board discussed the proposal of services submitted by Edward Horvath of Three Rivers Vector Control. They noted that a more formal contract is needed to clearly outline the specifics of the services to be provided. The proposed price is \$20,000 for 10 months of service, with \$10,000 due upfront and the remaining balance paid in monthly installments of \$2,000 until fully paid. The proposal includes interim management of the district, winterization of equipment, evaluation of operations, development of new policies, compliance reporting, preparation for the 2026 season, and other general support. All pesticide application is excluded and will be billed separately.

Board Chairwoman Eva Wild Crain made a motion to enter into the contract with Edward Horvath of Three Rivers Vector Control, pending review of the contract by the district's attorney. The motion was seconded by Amy Varner. Vote: Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes, Rodney Dieckhoff – No. Motion passed by majority.

- e) Legal Counsel Support – Discussion of hiring/placing attorney on retainer for district matters: The Board discussed placing legal counsel on retainer to review changes in the district and to review the district's bylaws and handbooks. Steven Emerson made a motion to place Peter Hicks of the Jordan Ramis Law Firm on retainer. The motion was seconded by Amy Varner. Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes, Rodney Dieckhoff – Yes. Motion passed unanimously.

#### **New Business**

- a) Job Descriptions: The Board discussed that all members received the job descriptions; however, they did not have time to review them in detail. Some board members expressed a desire to make significant changes, as they feel the current descriptions do not accurately reflect the intended duties of the positions. The Board plans to conduct further research and may review job descriptions from other districts to compare similar roles. This topic was tabled until the Board has more information and time to review.
- b) Fleet Branding: Discussion was held regarding the branding of the district vehicles. The Board plans to research companies and obtain quotes for permanent logos and signage to be applied to the vehicles, ensuring the public can easily identify the district. The Board also discussed the possibility of reflective branding for the fog trucks to increase visibility during evening operations.
- c) District Assets: The Board discussed whether a list of current district assets exists and

requested a copy of this list for their review.

- d) Website Updates: The Board discussed the current website, including how it is updated and whether board members could have access to make updates themselves. The Board also discussed the possibility of using a different website company. The Office Manager will reach out to Streamline to obtain a quote for their services, as they specialize in websites for special districts.
- e) Staff Status: The Board discussed whether any applications or expressions of interest have been received for open positions. They also stated that they would like to be informed if staff plan to take vacations or extended leaves.
- f) Temporary Supervisor: Board Chairwoman Eva Wild Crain reported that she spoke with SDAO regarding the district not having a supervisor. SDAO suggested the Board appoint a board member as a temporary supervisor until a permanent supervisor is hired. Steven Emerson made a motion to appoint Eva Wild Crain as the temporary supervisor. The motion was seconded by Amy Varner. Amy Varner – Yes, Steven Emerson – Yes, Rodney Dieckhoff – Abstained. Board Chairwoman Eva Wild Crain abstained from voting on her own appointment. Motion passed by majority.
- g) Staff PTO/Vacation/Sick: The Board inquired whether a sick, vacation, or PTO policy is currently in place. The Office Manager noted that, based on the original handbook being used, no formal policy exists. The district has been following only the state-mandated requirements.
- h) Payroll – Using outside company: Discussion was held regarding the potential use of an outside payroll company to create a buffer between the district and its employees. Board Chairwoman Eva Wild Crain obtained an informal quote from a local company, estimating a cost of approximately \$150 per month to process payroll for up to six employees. The Board plans to reach out to additional companies to obtain formal bids and will make a decision at a later date.
- i) Equipment Maintenance: Discussion was held regarding equipment maintenance and whether an equipment maintenance log exists. The Office Manager noted that, to her knowledge, there is currently no documentation of equipment maintenance. She stated that she can create spreadsheets for the equipment and vehicles to begin tracking maintenance for future implementation.
- j) SROA Contract Pricing for 2026 Season: Discussion was held regarding the Sunriver contract, including previous pricing and the scope of work outlined in the contract. The Board expressed that the current price should be significantly increased, as they feel the level of work provided is not being adequately compensated. The Board also discussed the possibility of working with the Assessor’s Office to have Sunriver Proper annexed into the district, which would allow the district to charge the standard tax rate applied to the rest of the district rather than maintaining a separate contract. Discussion was tabled, and the Board would like to meet with SROA for further discussion.
  - a. Current Contract Price: \$80,042

- k) Amy Varner asked Sierra Dieckhoff and Rodney Dieckhoff about the minutes from November 2023 where Lawrie Dieckhoff requested the board vote on giving Sierra retirement fund contributions of \$500.00 per month. Those same minutes specified that no retirement funds had been contributed to Myles or Chad in the past 2 years so Chad had to be paid out as well as Myles in 2023. Sierra said contributions were still not being made again since then so she had to send the back funds for 2 years for Myles resigning - to Valic/Corebridge Financial. Amy asked why no contributions were being made and Sierra commented that Lawrie Dieckhoff had been trying to find a new retirement company. Amy commented that those contributions should have still been made and then the appropriate transfers would be made if a new company were acquired. The board decided to table discussion until speaking with the attorney as this could possible cause Vector to be penalized.

### Minutes from November 15, 2023

#### **New Business:**

- a. Employee Christmas Dinner/Party
  - b. Retirement for Chad Stubblefield and Myles Bowlin
    - i. The district will back pay Chad Stubblefield retirement in the amount of \$10,300 (April 2022-May 2023) and the district will back pay Myles Bowlin retirement in the amount of \$8,400 (April 2022-November 2023).
  - c. SDAO Conference – Seaside Civic and Convention Center February 9-11, 2024 (pre-conference sessions on February 8<sup>th</sup>)
    - i. Board discussed sending a few district representatives to the meeting.
      - o Pricing:
        - a. Pre-Conference: \$85 Full Day, \$50 Half Day
        - b. One Day (Friday or Saturday) - \$140
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- c. Full Conference (Thursday evening – Sunday Morning):  
\$230
    - o Registration information will be sent to SDAO members on December 1<sup>st</sup>, 2024
  - d. Lawrie Dieckhoff made a motion, 2<sup>nd</sup> by Duncan Atwood to start Sierra Dieckhoff retirement plan on January 1<sup>st</sup>, 2024 in the amount of \$500 per month. Motion passed unanimously.

### **Future Agenda Suggestions**

**Public Comment:** No public comment

**Schedule next meeting:** The next meeting is scheduled for October 8<sup>th</sup>, 2025 at the Four Rivers Vector Control office.

**Adjourn Meeting:** Meeting was adjourned at 7:42 p.m. on September 24<sup>th</sup>, 2025.