

FOUR RIVERS VECTOR CONTROL DISTRICT

56478 SOLAR DRIVE, BEND, OR 97707
WWW.FOURRIVERSVECTORCONTROLDISTRICT.COM

Agenda Board of Trustees – Regular Meeting August 27th, 2025 – 6:00 p.m.

Call to order

Roll Call

Board Best Practices Assessment performed by SDAO

Approve previous meeting minutes

- a) July 16th Meeting Minutes – Regular Meeting
- b) August 13th Meeting Minutes – Work Session
- c) August 13th Meeting Minutes - Regular Meeting

Treasurer’s Reports

No new month-end report; July report previously approved at August 13th, 2025 meeting.

Manager Update

Executive Session - must cite the specific ORS

Old Business

- a) Board positions – ORS 452.080(4)
- b) Follow-up on Board member questions on receipts/transactions January 2023-Present
- c) Sign Resolution 25-04 for employee handbook approved at May 2025 meeting
- d) Sign Resolution 25-05 for bylaws approved at May 2025 meeting
- e) Employee Handbook/Bylaws Updates
- f) ADA compliance building updates/timeline
- g) Positions, Job Descriptions, and Governance
- h) Credit Card and Checking Account Usage
- i) Office Hours/Business Hours
- j) Company Vehicle Usage, Milage, GPS Tracking, and Fuel Usage
- k) Employee Drug Screening Implementation and Policy

New Business

- a) Minors in Shop/Office
- b) Employee Communication/Responsiveness
- c) Other items

Future Agenda Suggestions

Public Comment

Schedule next meeting

Adjourn Meeting

Four Rivers Vector Control District

SDAO Board Practices Assessment

August 27, 2025 / 6:00 PM

Agenda

1. Introductions - All
 - a. Board Members & Staff
 - b. Mark
2. Objectives and Overview - Mark
 - a. What: Facilitated self-assessment
 - b. Who: This is the Board's session ...
 - c. Why: Good Board Practices = reduced risks
 - d. How: Review six Key Performance Areas (KPA's)
 - e. Once We're Done
3. Questions About the Process - All
4. Board Practices Assessment - All

BOARD PRACTICES ASSESSMENT

**Four Rivers Vector Control District
August 27, 2025**

Board Members: Rodney Dieckhoff – Chair; Amy Varner, Duncan Atwood, Eva Wil Crain & Steven Emerson - Trustees

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship				
Demonstration of good governance practices				
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting				
Potential challenges				
Organizational resilience				

Four Rivers Vector Control District
 SDAO Board Practices Assessment
 August 27, 2025 - Page 2 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Budget and Finance				
Consistency in budgeting to meet needs				
Soundness of financial practices				
Customer Relations				
Management of service problems				
Improvements to customer service				
Personnel Administration				
Staff morale and work climate				
Management of employee performance				
Alignment of positions and work assignments				

Four Rivers Vector Control District

SDAO Board Practices Assessment

August 27, 2025 - Page 3 of 3

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Policies and Procedures				
Soundness of administrative policies				
Consistency between work practices and policies				
Efficiency of staff and work systems				

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Minutes

Board of Trustees – Regular Meeting

July 16, 2025 – 6:00 p.m.

Call to Order: Chairman Rodney Dieckhoff call the meeting to order at 6:00 p.m.

Roll Call: Members present; Amy Varner, Eva Wild Crain, Steven Emerson, Duncan Atwood, and Rodney Dieckhoff. Members absent: None **District Employees:** Sierra Dieckhoff and Myles Bowlin
Visitors: 3 Virtual, 12 In-Person

Public Comment:

Tony DeBone – Stated appreciation for the addition of new board members and the rotation of positions. Expressed willingness to assist in forming a budget committee and indicated interest in serving on the committee.

Megan Tucker – Expressed concerns regarding spending and suggested budget reductions. Stated that established rules are not being followed, that regular meetings should be held, and that a budget committee should be established.

Edward Horvath – Commented that mosquito treatment is not being conducted efficiently. Reported that he owns a mosquito control company and has received several hundred calls from district residents regarding mosquito issues.

Scott Asla – Stated that he has resided in the district for nine years and that this year has been particularly challenging for mosquito populations. Acknowledged that nature cannot be fully controlled and that mosquitoes are a natural presence in wooded areas.

Dale Fuller – Recognized the challenging mosquito season and thanked district employees for their hard work.

Approve previous meeting minutes:

Meeting Minutes for May 21, 2025: Duncan Atwood made a motion to approve the regular meeting minutes for May 21, 2025, Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Steven Emerson – Abstained. The motion carried unanimously.

Budget Hearing Minutes for May 21, 2025: Duncan Atwood made a motion to approve the budget hearing minutes for May 21, 2025, Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Steven Emerson – Abstained. The

motion carried unanimously.

Treasurer's Report

Treasurer's Report for YTD June 30, 2025: Eva Wild Crain made a motion to approve the Treasurer's Report for YTD June 30, 2025, Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Steven Emerson – Yes. The motion carried unanimously.

Manager Update

All areas of the district have now been treated at least once, and re-treatment efforts are underway along the Big Deschutes River. The Little Deschutes River has mostly dried up, and we are not currently finding a lot of mosquito larvae in the remaining water. Fogging operations have been conducted as frequently as possible. Looking ahead to next season, we plan to recruit additional employees to improve treatment efficiency and allow for multiple crews to work in different areas simultaneously.

The board inquired about the golf courses in Crosswater, Myles reported that these areas have been treated several times. Additionally, the district has provided the greenskeepers with BTI to assist in monitoring and treating water hazards within the golf courses and ponds in the Crosswater and Vandevent Ranch neighborhoods.

Old Business

- a) Board review of receipts/transactions from January 2023-Present: All board members received the google link to view the receipts/transactions and bank statements. Amy Varner stated she still has questions but would like to address them during another meeting.
- b) Sign Resolution 25-03 Employee Handbook/Policy Handbook: Eva Wild Crain made a motion to table signing the resolution for the employee handbook/policy handbook; Steven Emerson seconded the motion. Rodney Dieckhoff – No, Amy Varner – Yes, Duncan Atwood – No, Steven Emerson – Yes, Duncan Atwood – No. The motion carried by a vote of 3 in favor and 2 opposed.
- c) Sign Resolution 25-04 District Bylaws: Amy Varner made a motion to table signing the resolution for the District Bylaws; Eva Wild Crain seconded the motion. Rodney Dieckhoff – No, Amy Varner – Yes, Duncan Atwood – No, Steven Emerson – Yes, Duncan Atwood – No. The motion carried by a vote of 3 in favor and 2 opposed.
- d) Discussion of Compensation Study: HR Answers compensation study estimate was presented to the board, no decision was made to move forward with compensation study at this time. Discussion tabled until board can ensure sufficient funds in budget to fund the study.

New Business

- a) Board Re/Appointments: The Board Chair administered the oath of office to the three reappointed board members: Amy Varner, Eva Wild Crain, and Steven Emerson. All three members agreed to the oath, signed the document, which will be kept on file at the district office and filed with the county.
- b) Motion to remove Lawrie Dieckhoff from financial institutions: A discussion was held to remove Lawrie from all financial institutions as she is no longer a board member. The discussion was approved by all current board members.
- c) Motion to temporarily move district board meetings to Sunriver Deschutes Public library on a temporary basis until office is ADA Compliant: Discussion was held regarding the current meeting location at the library, which does not remain open late enough to accommodate the meetings. The board agreed to explore alternative locations. Amy Varner suggested the River Meadows Club House, and member of the public Jerry Preston offered the Oregon Water Wonderland Sanitary District board room as a possible venue.
- d) Motion to move to monthly board meetings: Steven Emerson made a motion to move to monthly meetings; Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Steven Emerson – Yes. The motion carried unanimously.
- e) Motion to approve annual 3% COLA wage increase for salaried positions: Amy Varner made a motion to table the COLA increases for salaried positions pending the wage study; Eva Wild Crain seconded the motion. Duncan Atwood noted that the COLA represents only a cost of living increase, not a general raise/wage increase, and that it was already included and approved in the 25/26 budget. Rodney Dieckhoff – No, Amy Varner – Yes, Duncan Atwood – No, Steven Emerson – Yes, Duncan Atwood – No. The motion carried by a vote of 3 in favor and 2 opposed.
- f) Discussion of researching/finding new auditing company: Board was notified that our current auditors are no longer performing municipal audits and staff is currently researching new auditor options, no comments were made by board members.
- g) Discussion of employee drug screening: Amy Varner inquired about the status of employee drug screening, referencing a discussion from February 2024. She asked whether drug screening was currently being performed. Myles Bowlin, Operations Manager, responded that no drug screening has been conducted since previously discussed.
- h) Discussion of company vehicles: Vehicle usage will be discussed at a future work session meeting.
- i) Discussion of payroll programs and services: Amy Varner asked for clarification on who is responsible for processing payroll and how it is processed. She also expressed interest in discussing the ongoing wage assessment.

- j) Discussion of credit card and checking account usage: No discussion was held, tabled until future work session.
- k) Discussion of customer calls and emails: The board questioned the district's policy on returning phone calls and following up with residents and suggested exploring the possibility of implementing an automated phone system. Myles Bowlin, Operations Manager, responded that staff strive to return all calls and answer as many inquiries as possible; however, during peak season, it can be challenging to respond to everyone in a timely manner. The board also discussed fogging schedules, including operations on Sundays, and communication methods such as the use of district email.
- l) Discussion of Special Road District #1 using Vector Control office: Amy Varner questioned whether the Road District pays a fee for using the district's office space for their meetings. Board Chair Rodney Dieckhoff responded that there was never an agreement to pay a fee; rather, an exchange of services was arranged. He stated that the board can revisit the matter after reviewing the meeting minutes where this discussion originally took place.
- m) Discussion of tracking program for trucks: Eva Wild Crain inquired about GPS tracking for vehicles, board to continue discussion at work session to update vehicle policy.
- n) Discussion of truck usage, mileage reports, and fuel usage: Vehicle usage will be discussed at a future work session meeting.
- o) Discussion of selling drone and purchasing quads with foggers: Discussion of selling drone since we do not currently use the drone for treatments, drone will need to be listed on a government surplus auction site such as Public Surplus Auctions.

Good of the Order – Future Agenda Suggestions

No future agenda items were discussed

Schedule next meeting: The next meeting is scheduled for August 20, 2025 at 6:00 p.m. at a to be determined location due to ADA compliance. A work session is scheduled for August 13, 2025 at 6:00 p.m. at a to be determined location due to ADA compliance.

Adjourn Meeting: Board chairman Rodney Dieckhoff adjourned the regular meeting at 7:43 p.m. on July 16, 2025.

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Minutes

Board of Trustees – Work Session Meeting

August 13, 2025 – 5:30 p.m.

Work sessions are intended for discussion purposes only. The Board will not take any formal action or make decisions during this session. Any items requiring a vote will be scheduled for a regular meeting agenda.

Call to order: Chairman Rodney Dieckhoff called the meeting to order at 5:30 p.m. on August 13th, 2025.

Roll Call: Members Present; Amy Varner, Eva Wild Crain, Steven Emerson, Rodney Dieckhoff. Members Absent; Duncan Atwood. Visitors: 2 in-person

New Business – Discussion Items

- a) Board review of receipts/transactions from January 2023 – present:
Eva Wild Crain and Amy Varner raised concerns about missing receipts and unlabeled expenses. The board decided they needed to table the topic to get further information and clarification from the staff. Discussion was held on why shipments are being sent to staff members to homes. Discussion only; no action taken.
- b) Credit Card and Checking account usage:
Questions were raised about who has access to credit/debit cards. Discussion was held on whether both credit and debit cards are necessary. Topic was tabled to get clarification from staff members. Discussion only; no action taken.
- c) Employee drug screening implementation and policy details:
Discussion was held regarding employee drug screening and implementation of a policy regarding drug screening. Marijuana remains a complicated issue due to Oregon law vs. federal standards. Discussion only; no action taken.
- d) Company vehicle usage, mileage, GPS tracking, fuel usage:
Eva Wild Crain expressed that all district trucks should have mileage and fuel usage tracked, with monthly reviews to ensure accuracy. She further suggested the installation of GPS trackers on district vehicles to monitor locations and travel. Discussion only; no action taken.
- e) Online Purchases and Shipments Procedures:
Board members discussed why certain shipments have been delivered to staff residences. Chair Rodney Dieckhoff explained that delivery companies (FedEx/UPS) do not provide set delivery times, and if no one is present or the gate is closed, packages may be thrown over

the fence, creating a risk of damage or theft. Discussion only; no action taken.

f) Office Hours and Phone Coverage; Customer Service Training:

Board Member Steven Emerson asked about office hours and whether the district maintains set hours. Discussion was also held regarding the phone policy, procedures for answering phone calls and emails, and the expected timeframe for returning calls and responding to emails. The Board agreed to work on creating a phone/correspondence policy. Discussion only; no action taken.

g) Passwords, Combinations, and Access:

Board Member Steven Emerson asked if the district maintains a master list of all passwords and combinations, to ensure access in the event of an emergency. Discussion only; no action taken.

h) Positions, Job Descriptions, and Governance:

Board Member Steven Emerson asked about the governance and hierarchy of operations, including who would be in charge if the District Manager were no longer in the role. He also inquired whether job descriptions exist for all positions and whether staff members received offer letters. Discussion only; no action taken.

Adjourn Meeting: Board chairman Rodney Dieckhoff adjourned the work session meeting at 6:22 p.m. on August 13th, 2025.

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Minutes Board of Trustees – Regular Meeting August 13th, 2025 – 6:30 p.m.

Call to order: Board chairman Rodney Dieckhoff called the meeting to order at 6:30 p.m.

Roll Call: Members Present; Amy Varner, Eva Wild Crain, Steven Emerson, Rodney Dieckhoff.
Members Absent; Duncan Atwood. Visitors: 4 in-person

Approve previous meeting minutes

July 16th Meeting Minutes – Regular Meeting: Approval of the July 16th meeting minutes was tabled for further review.

Treasurer's Reports

The Board reviewed the Monthly Itemized Income and Expenses report and the Year-to-Date Budget Comparison. During the discussion, Steven Emerson inquired about the public meeting handbooks.

Treasurer's Report for YTD July 31, 2025: Eva Wild Crain made a motion to approve the Treasurer's Report for YTD July 31, 2025, Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

Manager Update:

Treatments have continued along the river, and we are still seeing a significant presence of both larval and adult mosquitoes. Recent rainfall, combined with the Water Master's increase to the river flow rate, has caused water levels to rise. Many areas that had previously dried out after treatment now have large amounts of standing water again.

We plan to continue treating as much as possible through the end of the season, weather permitting. Fogging has been ongoing; however, cooler evening temperatures are reducing the amount of time we can fog each night.

Currently, we are operating with only one fog truck driver. The second driver left due to not being able to offer additional work hours and pending vehicle policy changes under discussion by the board.

Old Business

- a) Follow-up on Board member questions on receipts/transactions January 2023-Present:
This item was tabled as the information is still unavailable.
- b) Sign Resolution 25-04 for employee handbook approved at May 2025 meeting:
This item was tabled for further discussion.
- c) Sign Resolution 25-05 for bylaws approved at May 2025 meeting:
This item was tabled for further discussion.
- d) Discussion of Compensation Study:
Discussion of the compensation study was held, Steven Emerson stated that prior to deciding on the compensation study it is best practice to obtain three bids. This item is tabled until we can find two additional bids.
- e) Discussion on meeting location alternatives due to ADA compliance:
Steven Emerson discussed the potential use of a portable ramp and noted the lack of a public restroom. Eva proposed the use of a port-a-potty. The discussion included parking considerations, and it was noted that library or other alternative locations were not desirable due to board member availability/work hours.
- f) Board meeting times, frequency, and platforms:
A motion was made by Steven Emerson, seconded by Eva Wild Crain, to hold bi-weekly meetings on Wednesdays at 6:00 PM until operations are in order. Motion passed with Eva Wild Crain – Yes, Amy Varner – Yes, Steven Emerson – Yes; Rodney Dieckhoff – No.
- g) Motion to approve annual 3% COLA wage increase for salaried positions:
Amy Varner made a motion to not approve the COLA increase; Eva Wild Crain seconded the motion. Motion passed with Eva Wild Crain – Yes, Amy Varner – Yes, Steven Emerson – Yes. Rodney Dieckhoff abstained.
- h) Review of Special Road District #1 office use agreement and fee status:
Amy Varner raised questions regarding meeting minutes and fee charges. Steven Emerson noted there is no current agreement, and a new discussion was initiated.
- i) ADA compliance building updates/timeline:
Steven Emerson requested that a summary of quotes and necessary updates be prepared for the Board. In the interim, staff should look at obtaining a portable ramp and port-a-potty.

New Business

- a) Assigning Board Positions:
Discussion was held regarding routine position changes. Eva was nominated for Board Chair by Steven Emerson and seconded by Amy. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously. Steven Emerson was approved as Treasurer. Amy Varner was approved as Secretary.

b) Budget Committee Members:

There are four individuals currently interested in serving on the Budget Committee. The Board agreed to hold a meeting with them prior to the next budget cycle to discuss their interest and to post a notice on the website seeking additional members. Members for the committee will be selected and appointed by the board at a future meeting.

c) Positions, Job Descriptions, and governance:

This item was tabled until the next meeting to allow the District Manager to be present.

d) Credit Card and Checking Account Usage:

It was proposed eliminating credit/debit cards in favor of check-only transactions. Eva Wild Crain preferred to retain one credit card, with the stipulation that bank statements and receipts be reviewed at each board meeting. It was noted that credit cards at First Interstate Bank must include both the business name and cardholder name. Steven Emerson inquired about memberships for Costco and other businesses. No action was taken pending staff input.

e) Employee Drug Screening Implementation and Policy:

The board discussed implementation of the drug screening policy. Steven questioned what the specific policy parameters were for the drug screening that had been previously voted on and asked whose responsibility it was to implement the policy. Further clarification and discussion are needed.

f) Online Purchases and Shipment Procedures:

Board members discussed why certain shipments have been delivered to staff residences. Chair Rodney Dieckhoff explained that delivery companies (FedEx/UPS) do not provide set delivery times, and if no one is present or the gate is closed, packages may be thrown over the fence, creating a risk of damage or theft. Board members stated that majority of shipments are delivered during business hours so they should be delivered to the district office.

g) Office Hours, Phone Coverage, Customer Service Training:

The Board discussed the need for set business hours. Hours may vary depending on the season, and staff working from home would require adjustments. It was recommended that someone be present in the office Monday through Friday, 7:00 AM to 4:00 PM, subject to winter adjustments. Further discussion is required.

h) Passwords, Combinations, and Access Policy Review:

Steven Emerson made a motion to maintain a uniform document containing all passwords, combinations, and access information to be maintained by district staff, with board access as needed, Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

i) Company Vehicle Usage, Milage, GPS Tracking, and Fuel Usage:

Amy Varner suggested a card lock system for tracking fuel use per vehicle. Tracking challenges were noted, and options for card lock access to the current on-site tank were discussed. Discussion was held to begin tracking mileage and fuel on a spreadsheet in the interim.

Future Agenda Suggestions:

All tabled/further discussion needed items listed above.

Steven Emerson asked district staff member Cody Larimer for an update on complaint reporting and mosquito fogging. Cody explained that complaints are received via the website and phone calls, and that following a schedule helps reduce complaints by informing the community of treatment times. He noted that he is the sole fog truck driver, and while mosquito numbers are decreasing, weather factors such as wind and temperature have affected operations.

Public Comment:

Edward Horvath – Commented that he continues to receive numerous complaints from the residents of the district and expressed concern regarding the district’s level of service.

Schedule next meeting:

The next meetings are scheduled from August 27th, 2025 and September 10th, 2025.

Adjourn Meeting: Board chairman Rodney Dieckhoff adjourned the regularly scheduled board meeting at 8:18 p.m. on August 13th, 2025.

Management Update

Regular Board Meeting – August 27th, 2025

We're starting to wrap up the 2025 season, and most of our work has shifted to mop-up efforts. We're still treating some areas on foot since we've pulled the boat from the river. The boats in rough shape, it's taking on about 8–10+ inches of water during the day, even with staff bailing it out. We're looking at replacement options so we're ready for next season. We've been running the same boat and motor for 12+ seasons, and even with regular servicing, they're showing their age.

Over the next several weeks, we'll be cleaning, winterizing, and calibrating all our equipment and vehicles, getting everything on battery tenders for the winter. We'll also be rinsing and cleaning pesticide containers and tidying up the shop and chemical shed to get ready for next year.

One more note: Because of ongoing challenges keeping board meetings professional and constructive, I won't be attending in person anymore. From now on, staff participation will be through written reports only. If board members have questions for management, please send them by email before the meeting or in writing afterward. We'll respond in writing to make sure everything's documented properly, operations keep running smoothly, and staff can work in a safe, professional environment.

Sincerely,

Myles Bowlin, Operations Manager
Four Rivers Vector Control District

452.080 Board of trustees; district name change. (1) After an order is entered forming a district, the county court of the county in which the district is situated shall appoint a governing board of five trustees. Each trustee appointed under this subsection must be a resident and elector of the district.

(2)(a) Except as provided in paragraph (b) of this subsection, the term of office of a trustee is four years, and a trustee shall serve in office until a successor is appointed.

(b) For each new board of trustees established, trustees shall be appointed as follows:

(A) One trustee for a one-year term;

(B) One trustee for a two-year term;

(C) One trustee for a three-year term; and

(D) Two trustees for a four-year term.

(3) Each trustee shall take an oath to faithfully perform the duties of office. The oath shall be filed with the county clerk.

(4) The board of trustees shall elect a president, a secretary and a treasurer at the first meeting of each calendar year. Officers shall serve for one calendar year.

(5) All local public health administrators or their designees with offices in the district shall be ex officio members of the board of trustees without vote and shall be offered the opportunity to assist in the creation of district plans.

(6) The board of trustees may compensate a trustee in an amount not exceeding \$100 per year for attendance at conferences that provide training and education to carry out trustee duties under ORS 452.110.

(7) The board of trustees may adopt a resolution to change the name of the district. The board shall file a copy of a resolution changing the name of the district with the Secretary of State and the county clerk within 10 days after adopting the resolution. Following a name change, the district name must contain the words:

(a) Vector control district;

(b) Mosquito and vector control district;

(c) Mosquito control district; or

(d) Vector and predatory animal control district. [Amended by 1959 c.600 §5; 1967 c.215 §1; 1969 c.345 §10; 1971 c.403 §8; 1971 c.727 §136; 2007 c.258 §2; 2021 c.191 §14]



Four Rivers Vector Control <fourriversvectorcontrol@gmail.com>

2nd email HR Questions regarding drug screen policy

3 messages

Monica Schultz <mschultz@sdao.com>

Mon, Aug 25, 2025 at 9:10 AM

To: "fourriversvectorcontrol@gmail.com" <fourriversvectorcontrol@gmail.com>

Cc: Monica Schultz <mschultz@sdao.com>

I realized that I did not send attachments in my first email to you as promised. So, here they are! Any questions at all please let me know.

Monica

From: Monica Schultz

Sent: Monday, August 25, 2025 8:14 AM

To: Four Rivers Vector Control <fourriversvectorcontrol@gmail.com>

Cc: Monica Schultz <mschultz@sdao.com>

Subject: RE: HR Questions regarding drug screen policy

Good morning – Please see a response to your email below in red. If you have other questions please let me know.

Monica

Monica Schultz, PHR, SHRM-CP, IPMA-CP

HR Manager

S|D|A|O

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www.sdao.com

Ask me about the SDAO HR Alliance – Join Today!

Ask me about the SDAO Finance Alliance too!

Hello Monica,

I am reaching out on behalf of the Four Rivers Vector Control District. Our board has recently discussed the possibility of implementing drug screening for employees, and we would like clarification on the proper procedures and legal parameters before moving forward.

Specifically, we would like guidance on:

- What steps are required if our board decides to implement a formal drug screening policy. You would need to develop policy and add it to the employee handbook and then train/inform both supervisors and employees of the new or updated policy. Supervisors in particular should get training on reasonable suspicion. If your handbook is more than two years old, I strongly suggest that you update your entire handbook as you are missing legislative updates. Version 5 of the Oregon Government employee handbook template will be released soon. For convenience I am attaching Version 4 of this handbook along with other pertinent information for you. There is a drug and alcohol policy template within this handbook for your review.
- What is legally allowed regarding testing—particularly whether existing employees can be subject to drug testing if there is no probable cause or reasonable suspicion of impairment. Current employees may be drug tested under reasonable suspicion IF you have such policy in place. Those who hold a CDL and drive under those rules are subject to random drug testing after employment as per DOT rules. Those who hold a safety sensitive position may be subject to random drug testing. Employees holding non safety sensitive or non-CDL positions may not be subject to random drug testing. Please note that pre-employment drug screening is also only for CDL and Safety sensitive positions.
- Any best practices or requirements for policy development, employee notification, and compliance with Oregon employment law. This is one policy that once developed really needs review by your general counsel before implementation.

Could you please advise us on the appropriate process or point us to relevant resources to ensure we remain compliant? I would also direct you to HR Answers for continued guidance on the development of this policy (information attached) along with your legal counsel.

Thank you for your time and guidance.

Best regards,
Sierra Dieckhoff
Four Rivers Vector Control District

4 attachments



2024-25 Oregon Government - Sample Employee Handbook w Memo.docx
218K



Email memo.pdf
47K



Employee Handbook Flyer.pdf
207K



HR Answers - SDAO Advantage Plus Program 2024.pdf
261K

Four Rivers Vector Control <fourriversvectorcontrol@gmail.com>
To: Monica Schultz <mschultz@sdao.com>

Mon, Aug 25, 2025 at 9:54 AM

Monica,

Thank you for all of your answers! I do have a couple clarifying questions.

1. When you say pre-employment drug screening is also only for safety sensitive or CDL positions, does this mean we cannot legally implement pre-employment drug screening for all employees regardless of their position?
2. What is a safety-sensitive position considered? Are there specific guidelines on what constitutes a position as safety-sensitive?

Thank you,
Sierra Dieckhoff
[Quoted text hidden]

Monica Schultz <mschultz@sdao.com>
To: Four Rivers Vector Control <fourriversvectorcontrol@gmail.com>

Mon, Aug 25, 2025 at 10:22 AM

Please see my answers to your questions below in bold.

Thanks!

Monica

From: Four Rivers Vector Control <fourriversvectorcontrol@gmail.com>

Sent: Monday, August 25, 2025 9:54 AM

To: Monica Schultz <mschultz@sdao.com>

Subject: Re: 2nd email HR Questions regarding drug screen policy

EXTERNAL EMAIL: This email originated from outside of SDAO's email system. Maintain caution when opening external links/attachments

Monica,

Thank you for all of your answers! I do have a couple clarifying questions.

Monica,

Thank you for all of your answers! I do have a couple clarifying questions.

1. When you say pre-employment drug screening is also only for safety sensitive or CDL positions, does this mean we cannot legally implement pre-employment drug screening for all employees regardless of their position?

Correct – public employees may only have a pre-employment drug screen if their position is safety sensitive or CDL. This stems from Lanier v City of Woodburn

(<https://www.aclu-or.org/en/cases/lanier-v-woodburn>)

Here is a little more summary:

“In Oregon, employers can conduct pre-employment drug testing for safety-sensitive positions, but they must ensure that the testing is job-related and consistent with business necessity. Employers are required to have a written policy outlining their drug testing process and must provide advance notice of any drug tests. Testing typically includes substances like marijuana, cocaine, and alcohol, and employers must ensure that the testing methods are scientifically reliable to avoid disputes

over false positives. Additionally, employers must comply with the Americans with Disabilities Act (ADA) and Oregon's anti-discrimination statutes to avoid claims of disparate treatment. "

2. What is a safety-sensitive position considered? Are there specific guidelines on what constitutes a position as safety-sensitive?

There is not a law that defines safety sensitive but in general terms:

"A safety-sensitive position refers to any role in which an employee's actions, decisions, or errors can significantly impact the safety of themselves, others, or the environment. These positions are critical in industries where operational mistakes or impairment from substances such as drugs or alcohol could lead to serious injury, property damage, or fatalities. Recognizing and properly defining these roles is essential for creating a safe workplace and ensuring compliance with safety regulations. "

Some positions are obvious such as police, firefighter, pilot etc. It is up to each employer to define which positions in their organization are considered safety sensitive. As an example, it would be difficult to suggest a receptionist is safety sensitive.

Thank you,

Sierra Dieckhoff

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