

FOUR RIVERS VECTOR CONTROL DISTRICT

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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.