

FOUR RIVERS VECTOR CONTROL DISTRICT

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

Call to Order: Chairwoman Eva Wild Crain called the meeting to order at 6:00 p.m.

Roll Call: Members present; Amy Varner, Eva Wild Crain, Steven Emerson, and Rodney Dieckhoff. Members absent: None **District Employees:** Sierra Dieckhoff **Visitors:** 8 in-person

Board Best Practices Assessment performed by SDAO: Mark Knudson from SDAO gave a summary of what the best practices assessment entails. The board then conducted the board best practice assessment. Discussion focused on key performance areas, including board duties and responsibilities, operational compliance and resilience, budget and finance, customer relations, personnel administration, and policies and procedures. No motions or decisions were made; the assessment was for discussion purposes only.

Approve previous meeting minutes:

Regular Meeting Minutes for July 16, 2025: Approval of the July 16th meeting minutes was tabled for further review.

Work Session Minutes August 13, 2025: Amy Varner made a motion to approve the work session meeting minutes for August 13, 2025, Rodney Dieckhoff seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

Regular Meeting Minutes August 13, 2025: Rodney Dieckhoff made a motion to approve the regular meeting minutes for August 13, 2025, Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

Treasurer's Report

Treasurer's Report for YTD July 31, 2025: No new month-end report; July report previously approved at August 13th, 2025 meeting.

Manager Update

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.

Board Chairwoman Eva Wild Crain read managers update and noted that a district manager not showing up to meetings is unacceptable behavior and the board will need to address this issue, she also noted she reached out to the operations manager asking him to attend multiple times and he refused.

Old Business

- a) Board Positions – ORS 452.080(4): The board clarified officer positions, confirming that Eva Wild Crain will serve as Board Chair, Steven Emerson as Treasurer, and Amy Varner as Secretary.
- b) Board review of receipts/transactions from January 2023-Present: This item was tabled as the information is still unavailable.

Note: During this item, the board discussed the addition of signers to the district's First Interstate Bank account as well as bank account/credit card access in general. Discussion was held regarding the bank account and credit cards, including who has access and who are users on the account. It was noted that management has access to the credit cards; however, on occasion, other staff may be given a card to pick up supplies at the discretion of the Operations Manager.

Amy Varner made a motion to add Steven Emerson to the district's First Interstate Bank account as a signer. The motion was seconded by Steven Emerson. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

Steven Emerson then made a motion to add Eva Wild Crain as a signer to the district's First Interstate Bank account. The motion was seconded by Amy Varner. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Steven Emerson – Yes. The motion carried unanimously.

- c) Sign Resolution 25-03 Employee Handbook/Policy Handbook: This item was tabled for further discussion.

- d) Sign Resolution 25-04 District Bylaws: This item was tabled for further discussion.
- e) Employee Handbook/Bylaws Updates: No discussion was held. Board noted there are updates/amendments they would like to discuss. This item was tabled for further discussion.
- f) ADA Compliance building updates/timeline: Office Manager Sierra Dieckhoff reported that multiple companies had been contacted to perform ADA compliance inspections and evaluations, but no responses had been received. She also contacted the Deschutes County Code Department, who stated they could not provide information or recommendations and suggested searching online for contractors.

Rodney Dieckhoff stated that the board should consider an alternative meeting location until the necessary ADA updates can be completed. After discussion, the majority of the board agreed to hold meetings in the shop until updates are made.

Steven Emerson made a motion to rent an ADA portable toilet. The motion was seconded by Amy Varner. Steven Emerson – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Rodney Dieckhoff – No. Motion passed by majority vote.

- g) Positions, Job Descriptions, and Governance: Discussion was held regarding job positions, descriptions, and governance. The board noted challenges in moving forward and holding productive meetings without management present.

Amy Varner made a motion to require management staff to be present at all board meetings. The motion was seconded by Steven Emerson. Steven Emerson – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Rodney Dieckhoff – No. Motion passed by majority vote.

- h) Credit Card and Checking account usage: This item was discussed earlier in the meeting under Board Review of Receipts/Transactions from January 2023–Present. No further discussion was held.
- i) Office Hours/Business Hours: Discussion was held regarding office and business hours. It was noted that current hours vary depending on the time of year and the scope of work needing to be completed. Board members expressed that the office should have set hours so district residents can reliably meet with staff. Staff responded that hours fluctuate throughout the year and raised safety concerns, noting that the Office Manager is typically the only person present and may face hostile or angry customers without backup.

The board noted several suggestions to address these concerns, including securing the office by locking doors or gates, requiring residents to make appointments to meet with staff, or posting signage indicating that assistance is available by calling for entry, rather than allowing unrestricted access to the building. The board tabled the topic for further review.

- j) Company Vehicle Usage, Mileage, GPS Tracking, and Fuel Usage: Discussion was held regarding the use of district vehicles for commuting or taking vehicles home. The Office

Manager reported that they had contacted SDAO Risk Management and the district's insurance broker, who indicated that it is acceptable for staff to take vehicles home. They recommended establishing a policy outlining liability in the event of an accident and noted that personal use should be treated as a taxable income benefit.

The board also discussed options for managing fuel usage, including the potential use of a cardlock system or purchasing a cardlock system from Carson Fuel. The board is awaiting a quote on a cloud monitoring system from Carson Fuel. In the meantime, the board requested that fuel usage be tracked on an Excel spreadsheet, including the vehicle, amount of fuel used, and mileage.

Steven Emerson made a motion, disregarding the information provided, to prohibit district vehicles from leaving the district effective immediately. The motion was seconded by Amy Varner. Steven Emerson – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Rodney Dieckhoff – No. Motion passed by majority vote.

- k) Employee Drug Screening Implementation and Policy: The board agreed to seek legal counsel regarding drug screening and the legalities of implementing a drug screening program.

New Business

- a) Minors in Shop/Office: Discussion was held regarding minors being present in the district building and shop due to concerns about pesticides. Rodney Dieckhoff noted that this topic had been discussed at a previous meeting and that minors had been allowed because there are no chemicals or pesticides stored in the main building. It was also noted that, as a public building, access cannot be restricted based on age. Amy Varner made a motion to prohibit children from being at the district during the workday. The motion was seconded by Steven Emerson. Amy Varner – Yes, Steven Emerson – Yes, Eva Wild Crain – Yes, Rodney Dieckhoff – No. Motion passed by majority vote.
- b) Employee Communication/Responsiveness: Tabled for further discussion. Board to review/develop a communication policy.
- c) Other Items: Steven Emerson noted that he had other discussion items, but they could wait until a future meeting because the meeting was running late.

Future Agenda Suggestions

No future agenda items were discussed

Public Comment

Megan Tucker –

Public Comment:

Megan Tucker – Megan expressed the importance of reviewing job descriptions and encouraged

the Board to actively engage with their respective roles, taking on the responsibility for the duties each position entails. She also recommended that the district's policies and procedures be thoroughly reviewed and updated to ensure clarity and effectiveness.

Edward Horvath – Edward expressed that the district needs to improve its services and better our performance. He noted that he continues to receive numerous complaints from residents and conveyed concern regarding the District's current level of service.

Schedule next meeting: The next meeting is scheduled for September 10th, 2025, at 6:00 p.m. at the Four Rivers Vector Control District office.

Adjourn Meeting: Board chairwoman Eva Wild Crain adjourned the regular meeting at 9:01 p.m. on August 27th, 2025.