

FOUR RIVERS VECTOR CONTROL DISTRICT

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

Agenda

Board of Trustees – Regular Meeting

October 8th, 2025 – 6:00 p.m.

Call to order

Oath of office – New Board Member

Roll Call

Executive Session - Pursuant to ORS 192.660(2)(a) and (b) to discuss employee retirement contributions

Approve previous meeting minutes

- a) September 24th, 2025 Meeting Minutes – Regular Meeting
- b) Supplemental Meeting Minutes – Bank Access Change

Treasurer’s Reports

- a) Monthly Itemized Income and Expenses
- b) YTD Budget Comparison

Old Business

- a) ADA compliance for public meetings – updates
- b) Contracting Services
 - a. Three Rivers Vector Contract
- c) Legal Counsel Support – Confirm retainer agreement with Peter Hick (Jordan Ramis Law Firm)
- d) Job Descriptions
- e) Fleet Branding Quotes
- f) Payroll Company Quotes
- g) SROA Contract Pricing for 2026 Season
 - a. Current Contract Price: \$80,042

New Business

- a) Website Services/Updating
 - a. Streamline Quote
- b) Video Surveillance Access
- c) Unemployment
- d) Mail
- e) Retirement Contributions
- f) Second Bank Account Signers
- g) Other Items

Future Agenda Suggestions

Regular Meeting Agenda October 8th, 2025

Public Comment

Schedule next meeting

Adjourn Meeting

Four Rivers Vector Control District
Monthly Itemized Income & Expenses
September 2025

Type	Date	Source Name	Memo	Amount
Income				
Property Taxes				
Deposit	09/04/2025		Deschutes County Treasurer - Deschu...	623.26
Total Property Taxes				623.26
Sunriver Homeowners				
Deposit	09/03/2025		Deposit for Contract Payment #2	40,021.00
Total Sunriver Homeowners				40,021.00
Interest Income				
Deposit	09/02/2025		Accrual Income Div Reinvestment - ...	891.80
Total Interest Income				891.80
Total Income				41,536.06
Gross Profit				41,536.06
Expense				
Personnel Services				
Salaried Employees				
Paycheck	09/05/2025	Myles S Bowlin		2,703.51
Paycheck	09/05/2025	Sierra L Dieckhoff		2,591.33
Paycheck	09/19/2025	Sierra L Dieckhoff		2,591.33
Total Salaried Employees				7,886.17
Part Time Employees				
Paycheck	09/05/2025	Cody J Larimer		1,504.00
Paycheck	09/05/2025	Cody J Larimer		376.00
Paycheck	09/05/2025	Ryan P Halvorsen		2,139.28
Total Part Time Employees				4,019.28
Personnel Overhead Cost				
Payroll Expenses				
Deposit	09/03/2025		Payroll WBF Overpayment Refund 1...	(313.96)
Paycheck	09/05/2025	Cody J Larimer		114.56
Paycheck	09/05/2025	Cody J Larimer		132.19
Paycheck	09/05/2025	Cody J Larimer		1.91
Paycheck	09/05/2025	Cody J Larimer		0.00
Paycheck	09/05/2025	Cody J Larimer		131.86
Paycheck	09/05/2025	Cody J Larimer		30.84
Paycheck	09/05/2025	Cody J Larimer		53.17
Paycheck	09/05/2025	Myles S Bowlin		1.76
Paycheck	09/05/2025	Myles S Bowlin		167.62
Paycheck	09/05/2025	Myles S Bowlin		39.21
Paycheck	09/05/2025	Myles S Bowlin		67.59
Paycheck	09/05/2025	Ryan P Halvorsen		0.00
Paycheck	09/05/2025	Ryan P Halvorsen		1.94
Paycheck	09/05/2025	Ryan P Halvorsen		132.63
Paycheck	09/05/2025	Ryan P Halvorsen		31.02
Paycheck	09/05/2025	Ryan P Halvorsen		53.49
Paycheck	09/05/2025	Sierra L Dieckhoff		1.76
Paycheck	09/05/2025	Sierra L Dieckhoff		0.00
Paycheck	09/05/2025	Sierra L Dieckhoff		160.66
Paycheck	09/05/2025	Sierra L Dieckhoff		37.57
Paycheck	09/05/2025	Sierra L Dieckhoff		64.79
Paycheck	09/19/2025	Sierra L Dieckhoff		1.76
Paycheck	09/19/2025	Sierra L Dieckhoff		0.00
Paycheck	09/19/2025	Sierra L Dieckhoff		160.66
Paycheck	09/19/2025	Sierra L Dieckhoff		37.58
Paycheck	09/19/2025	Sierra L Dieckhoff		64.78
Total Payroll Expenses				1,175.39

Four Rivers Vector Control District
Monthly Itemized Income & Expenses
September 2025

Type	Date	Source Name	Memo	Amount
Personnel Overhead Cost - Other				
Bill	09/02/2025	VSP	VSP Vision Insurance Premium Aug...	117.82
Bill	09/03/2025	Special Districts Insurance Services	Heath Insurance Premiums July, Aug,...	18,360.00
Bill	09/10/2025	SAIF Corporation	SAIF Workers' Comp Premium	373.21
Total Personnel Overhead Cost - Other				18,851.03
Total Personnel Overhead Cost				20,026.42
Total Personnel Services				31,931.87
Material Services & Supplies				
Supplies, Equipment, Repairs				
Bill	09/29/2025	Norco	Reflective Vest, Safety Glasses	46.92
Bill	09/29/2025	Norco	Reflective Vest, Safety Glasses	46.92
Total Supplies, Equipment, Repairs				46.92
Office Expense				
Bank Service Charges				
Check	09/02/2025		LGIP Fees - ACH Redemption (2 @ ...	0.05
Check	09/15/2025		Service Charge	15.95
Total Bank Service Charges				16.00
Utilities				
Bill	09/05/2025	Midstate Electric	Midstate Electricity August 2025	69.31
Bill	09/23/2025	Midstate Electric	Midstate Electricity September 2025	92.83
Total Utilities				162.14
Telephone				
Bill	09/02/2025	TDS	TDS Phone/Internet August 2025	168.08
Bill	09/08/2025	Verizon	Verizon Cell Phone August 2025	39.55
Bill	09/30/2025	TDS	TDS Phone/Internet September 2025	168.08
Total Telephone				375.71
Total Office Expense				553.85
Insurance & Bonds				
Bill	09/03/2025	CNA Surety	CNA Surety Bond	100.00
Total Insurance & Bonds				100.00
Material Services & Supplies - Other				
Bill	09/23/2025	Republic Services	Dumpster Rental Fee	36.39
Total Material Services & Supplies - Other				36.39
Total Material Services & Supplies				737.16
Total Expense				32,669.03
Net Income				8,867.03

Four Rivers Vector Control District YTD Budget Comparison

July through September 2025

	Jul - Sep 25	Budget	\$ Over Budget	% of Budget
Income				
Property Taxes	2,657	384,930	-382,273	1%
Sunriver Homeowners	40,021	80,042	-40,021	50%
Interest Income	2,885	9,500	-6,615	30%
Miscellaneous Income	0	0	0	0%
Uncategorized Income	0	5,000	-5,000	0%
Total Income	45,563	479,472	-433,909	10%
Gross Profit	45,563	479,472	-433,909	10%
Expense				
Personnel Services				
Salaried Employees	29,066	133,900	-104,834	22%
Part Time Employees	19,962	115,000	-95,038	17%
Personnel Overhead Cost				
Payroll Expenses	5,258	0	5,258	100%
Personnel Overhead Cost - Other	19,087	137,800	-118,713	14%
Total Personnel Overhead Cost	24,345	137,800	-113,455	18%
Personnel Services - Other	0	0	0	0%
Total Personnel Services	73,372	386,700	-313,328	19%
Material Services & Supplies				
Deschutes County Solid	0	0	0	0%
Aerial Application	0	50,000	-50,000	0%
Supplies, Equipment, Repairs	47	10,000	-9,953	0%
Office Expense	1,748	18,000	-16,252	10%
Pesticides & Source Reduction				
Transportation	3,927	25,000	-21,073	16%
Training	0	10,772	-10,772	0%
Professional Services	0	25,000	-25,000	0%
Insurance & Bonds	100	20,000	-19,900	1%
Ads, Dues, Licence	0	10,000	-10,000	0%
Interest & Finance Charges	0	1,000	-1,000	0%
Rent & Leasing	0	1,000	-1,000	0%
WNV surveillance	0	5,000	-5,000	0%
Material Services & Supplies - Other	169	0	169	100%
Total Material Services & Supplies	5,991	225,772	-219,781	3%
General Operating Contingency	0	10,000	-10,000	0%
Total Expense	79,363	622,472	-543,109	13%
Net Income	-33,800	-143,000	109,200	24%

FOUR RIVERS VECTOR CONTROL DISTRICT

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

Minutes

Board of Trustees – Regular Meeting

September 24th, 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 24th, 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 10th, 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 10th, 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 8th)
 - 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
 - c. Full Conference (Thursday evening – Sunday Morning):
\$230
 - o Registration information will be sent to SDAO members on December 1st, 2024
- d. Lawrie Dieckhoff made a motion, 2nd by Duncan Atwood to start Sierra Dieckhoff retirement plan on January 1st, 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 8th, 2025 at the Four Rivers Vector Control office.

Adjourn Meeting: Meeting was adjourned at 7:42 p.m. on September 24th, 2025.

FOUR RIVERS VECTOR CONTROL DISTRICT

56478 SOLAR DRIVE, BEND, OR 97707

WWW.FOURRIVERSVECTORCONTROLDISTRICT.COM

Minutes - Board of Trustees – Regular Meeting September 24, 2025 – 6:00 p.m.

Checking Account & Credit Cards

Steven Emerson made a motion to remove Sierra Dieckhoff, Rodney Dieckhoff, Myles Bowlin and Lawrie Dieckhoff from First Interstate Bank Account. It was voted on who will be signers on First Interstate Bank checking account, Safe Deposit Box and Credit card.

The account signers will be Board President -Eva Wild Crain and Treasurer - Steven Emerson, Steven Emerson will also receive a Debit Card

Sierra Dieckhoff will have access to a credit card at First Interstate Bank that will include her name on it, she already possesses this card. The other credit card that is a generic card needs to be closed.

Amy Varner made a 2nd motion and voted Yes

Eva Wild Crain, Yes

Steven Emerson, Yes

Rodney Dieckhoff commented that we should call an attorney and ask if we can make these changes. Eva Wild Crain specified we do not need to ask. He then said he will abstain from voting on this.

Whoever receives online banking access can grant Sierra Dieckhoff access if need be.

Signed

Board President



Eva Wild Crain

Pricing Plans for Four Rivers Vector Control District

SDAO special packages and pricing.

Paid monthly

Compliance Essentials

~~370~~
259/mo

Community Professional

~~520~~
364/mo

Operations Professional

~~1070~~
749/mo

🏠 Government Website Content Management System

A state-of-the-art, easy-to-use platform designed specifically for the needs of local government. Includes image library, videos w/closed captions, and unlimited file storage.

✓

✓

✓

Content Management System

Included

Included

Included

Domain Concierge and .gov Registration Support

Included

Included

Included

DNS Management

Included

Included

Included

Image Library w/Gallery

Included

Included

Included

Video w/Closed Captions

Included

Included

Included

Unlimited File Storage

Included

Included

Included

⚡ Time-Saving Tools for Vector Control Districts

Display a site-wide emergency alert, benefit from predictive search including PDFs, and add meetings with attached materials to your Streamline site in seconds.

✓

✓

✓

Sitewide Emergency Notification Tool

Included

Included

Included

Sitewide Search, Including PDF files

Included

Included

Included

Meetings Assistant

Included

Included

Included

Forms

Included

Included

Included

PAYMENT SUMMARY:

One-time setup fee of \$ 500 (Core Setup < 50 pages, files, images, videos, etc)

First Year Total: \$4,868.00

Ongoing Year Total: \$4,368.00

Pricing Plans for Four Rivers Vector Control District

SDAO special packages and pricing.

Paid monthly

Compliance Essentials

~~370~~
259/mo

Community Professional

~~520~~
364/mo

Operations Professional

~~1070~~
749/mo

👤 Unlimited Support and Continuing Education

Utilize unlimited staff training, attend quarterly webinars on topics from cybersecurity to ADA compliance, and receive expert support for domain management and .gov registration.

✓

✓

✓

Training & Support

Included

Included

Included

Webinars and CEUs

Included

Included

Included

📏 Oregon Regulatory Compliance

Get and stay compliant with posting requirements in Oregon.

✓

✓

✓

OR Compliance Checklist

Included

Included

Included

♿ ADA Compliance

Rest assured that you will be compliant with WCAG 2.1 AA standards, new DOJ requirements, and safe from ADA lawsuits while providing all of your users, regardless of a disability, a positive experience on your site.

✓

✓

✓

ADA Accessibility Assistant

Included

Included

Included

ADA Monthly Scanning

Included

Included

Included

PDF Accessibility Scanning

Included

Included

Included

PDF Remediation

\$7/page

\$7/page

\$7/page

ADA Manual Testing

Included

Included

Included

ADA Indemnification

\$10,000

\$25,000

\$50,000

PAYMENT SUMMARY:

One-time setup fee of \$ 500 (Core Setup < 50 pages, files, images, videos, etc)

First Year Total: \$4,868.00

Ongoing Year Total: \$4,368.00

Pricing Plans for Four Rivers Vector Control District

SDAO special packages and pricing.

Paid monthly

Compliance Essentials

~~370~~
259/mo

Community Professional

~~520~~
364/mo

Operations Professional

~~1070~~
749/mo

Live Assist Powered by Aira

10 min/mo

20 min/mo

30 mins/mo

Vector Control District Community Engagement Suite

Secure your greatness in the eyes of the public with a suite of tools that makes it easy to start promoting your content, advertising your events, publishing a newsletter, collecting forms and signatures, cross-posting to social media, and accepting payments and billing.

✓

✓

Calendar **New**

Not included

Included

Included

E-Signatures

Not included

Included

Included

Amplify Design **New**

Not included

Included

Included

Payments + Billing

Not included

Included

Included

One-Click Share to Social

Not included

Included

Included

One-click Share via Email Newsletters

Not included

Included

Included

Premium Design Service and Plugins

Level up your website with premium designer sections, a plugin library, and annual design reviews.

✓

Premium Designer Sections and Interior Landing Pages **New**

Not included

Not included

Included

Annual Board Reports + Web/Compliance Analytics **New**

Not included

Not included

Included

Annual Design Reviews

Not included

Not included

Included

PAYMENT SUMMARY:

One-time setup fee of \$ 500 (Core Setup < 50 pages, files, images, videos, etc)

First Year Total: \$4,868.00

Ongoing Year Total: \$4,368.00

Pricing Plans for Four Rivers Vector Control District

SDAO special packages and pricing.

Paid monthly

Compliance Essentials

~~370~~
259/mo

Community Professional

~~520~~
364/mo

Operations Professional

~~1070~~
749/mo

	Compliance Essentials	Community Professional	Operations Professional
Plug-In Library New	Not included	Not included	Included
Advanced Cybersecurity Get access to the latest tools and best practices to keep your district safe: training, DNS management, single-sign on / MFA, and user dashboards and permissions.			✓
Single Sign-On New	Not included	Not included	Included
Dual Coast Redundancy and Failover	Not included	Not included	Included
Advanced Permissions and Monitoring	Not included	Not included	Included
Dedicated Content and Support Services Get a dedicated representative to help you post content, embed third-party tools like maps, and create engagement and compliance reports for you and your board.			✓
Embedded Integration Support	Not included	Not included	Included
Secure Intranet Portal A secure intranet for staff, volunteers, and/or board members to communicate, manage documents, and streamline back-office operations with flexible yet time-saving templates.			✓
Secure Intranet Portal New	Not included	Not included	Included

PAYMENT SUMMARY:

One-time setup fee of \$ 500 (Core Setup < 50 pages, files, images, videos, etc)

First Year Total: \$4,868.00

Ongoing Year Total: \$4,368.00