

# FOUR RIVERS VECTOR CONTROL DISTRICT

56478 SOLAR DRIVE, BEND, OR 97707

WWW.FOURRIVERSVECTORCONTROLDISTRICT.COM

## Minutes

### Board of Trustees – Regular Meeting

October 8, 2025 – 6:00 p.m.

**Call to order:** Board chairwomen Eva Wild Crain called the meeting to order at 6:00 p.m. on October 8<sup>th</sup>, 2025.

**Oath Of Office:** Rich Parker was sworn in for his Oath Of Office

**Roll Call:** Members present; Amy Varner, Eva Wild Crain, Steven Emerson, Rich Parker and Rodney Dieckhoff. Members absent: None

**District Employees:** Sierra Dieckhoff **Visitors:** 8 in-person guests present

**Executive Session:** The executive session will be postponed until hearing back from the attorney regarding retirement contributions.

#### Approve previous meeting minutes

September 24<sup>th</sup>, 2025 Meeting Minutes – Regular Meeting:.

- A) Rodney Dieckhoff wanted the supplemental minutes to reflect his voting “no” to changing signers on the First Interstate Bank Account, this was completed and is attached.

#### Treasurer’s Reports

- A) After reviewing the budget Sierra provided, Amy Varner had a question on the health insurance and asked why wasn’t this disclosed on any other treasurer reports or budget line items, the cost of \$18360.00 for one quarter seems expensive. Steven Emerson asked Sierra for copies of the plans in place to see what the plan entails and asked if we could have that provided before the next Board meeting. Rich Parker stated open enrollment is coming up soon so it would be nice to have a copy of the plan. Steven Emerson made a motion for the Board to see all of the insurance plan documents. Steven Emerson, Amy Varner, Eva Wild Crain, Rich Parker all voted yes, Rodney Dieckhoff voted Nay. Motion passed by majority.
- B) Rich Parker made a motion to approve the budget, Rodney 2<sup>nd</sup>. All in favor – Motion carried unanimously.

**Manager’s Update:** No manager update

#### Old Business

- A) ADA compliance for public meetings: There were no updates regarding ADA compliance. Rich Parker stated he will reach out to some contractors he knows.
- B) Contracting Services: Eva Wild Crain stated we are waiting for the contract from the attorney.

Rodney Dieckhoff had asked if we are going to be drug testing independent contractors. Eva Wild Crain stated we have no policy on that. Ed Horvath stated he has a company policy for Three Rivers Vector Control and would provide the documents if needed as well as the insurance policy.

- C) Legal Counsel Support

Eva Wild Crain confirmed the retainer agreement with Peter Hicks and confirmed it had been voted that she

would be contacting attorneys from the list SDAO provided and that she would hire an attorney.

- D) Job Descriptions: 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.
- E) Fleet Branding: Discussion was held regarding the branding of the district vehicles. It was tabled until estimates are obtained.
- F) Payroll Company Quotes: Amy Varner had received a quote from DS Bookkeeping, it would cost 100.00 per month for up to 10 employees but does not include direct deposit. Jill Simmons was 100-250.00 per month. The topic was tabled until we can get more quotes.
- G) Website Updates: The Board discussed the current website, including how it is updated and whether board members could have access to make updates themselves. Steven asked Sierra if she could give us a tutorial at the next meeting. She said yes. Amy asked Sierra if she had a chance to go in and update Board Members as well as employees on the website. Sierra said she had not had a chance but said she would change it during the meeting. Steven asked about the expectations on scheduling board meetings and getting it posted on the website. It was decided to get the notice posted on the website the Friday before a Wednesday Board meeting as well as the agenda to be posted on the Monday morning before a Wednesday board meeting, to leave time for changes. Steven Emerson requested login information be printed on paper for Board Members should they need to get into the computer system or camera system if there were no office staff available. It was decided Sierra would provide this on the drive in the computer system.
- H) SROA Contract Pricing for 2026 Season: Eva Wild Crain stated that she, Amy Varner and Ed Horvath have a meeting with SROA at 9am on October 9, 2025 to discuss the 2026 contract amount and specifications. Eva stated that from the date of email that Rodney and Sierra were sent notification in August and wondered why it wasn't brought to the Board before now. Sierra stated it "slipped her mind" and Rodney said he didn't think much of it as Sierra usually takes care of it. The Board discussed annexing Sunriver into our district, for now we will discuss the contract with SROA for one more year for the 2026 season. Ed Horvath stated he would provide a scope of services for SROA after the meeting and finding out their requirements. As of right now, we are unable to locate service documents from the previous technicians to compare services. It was decided to request an amount of \$100,000.00 from SROA for a new contract for the 2026 season.
- I) Unemployment: Eva Wild Crain mentioned that despite previous conversation with office staff regarding not replying to unemployment requests, Sierra in fact responded to the unemployment request received for Myles. Eva asked for a copy of the response email but Sierra could not locate it but provided the letter that came in the mail, it wasn't filled out as she did it online, having to login. She stated that the only thing she responded to was to confirm that he "Voluntarily resigned". This mail showed as a 2<sup>nd</sup> notice to respond, she was unable to locate the first notice. She had documented the response online and was not able to provide a confirmation. Eva Wild Crain made a motion that all correspondence from the unemployment office be handed to the Board for the Board to respond and not office staff. Steven Emerson, Yes, Amy Varner 2<sup>nd</sup>. Rodney Dieckhoff wanted to know if this was a permanent change and said we need to be clear and it needs to be only until we get a District Manager and it would need to be put back into the District Manager hands once we obtain one and that the Board should step away from things like that. Steven Emerson made a motion "In the absence of a District Manager that ALL unemployment correspondence be reviewed by the Board and responded to by the Board" Amy Varner 2<sup>nd</sup>. Rich Parker wanted to clarify that Board President is acting as District Manager until one is hired and wanted to know why another motion needed to be made. Eva Wild Crain wanted to make it clear and cover all the bases so office staff is aware. Rodney Dieckhoff, Yes, Eva Wild Crain, yes. Board voted unanimously. Sierra stated that the deadline to respond was October 3<sup>rd</sup> 2025 and she responded on October 6, 2025. Amy Varner made a motion to allow Rich Parker to contact the Unemployment office to gather more information on Myles' claim, Steven Emerson 2<sup>nd</sup>, all voted unanimously.

- J) Regarding Mail Steven Emerson suggested informed delivery be provided to make sure the Board is receiving notices in a timely manner. It was decided the District Manager sign up for informed delivery and forward all emails to entire Board so mail isn't forgotten about. Rich Parker made a motion to approve. Amy Varner 2<sup>nd</sup>. Steven Emerson, yes Eva Wild Crain, Rodney Dieckhoff -I-
  
- K) Retirement Contributions Eva Wild Crain stated that she is waiting on direction from the attorney on how to proceed. It is tabled for now.
  
- L) The LGIP Bank Account Eva Wild Crain stated that Sierra is the only active signer. Sierra stated that she went on the website and added Steven Emerson as a signer and that he should have received something via email. Steven stated he had not received anything. Rich Parker made a motion to add Eva Wild Crain onto the LGIP account as a signer. Amy Varner 2<sup>nd</sup>. The board voted unanimously but Rodney Dieckhoff asked when we were going to First Interstate to make the changes there. Eva Wild Crain stated that they had already been changed. Rodney Dieckhoff stated he didn't think it was right. Tony Debone approved the change to the bank account, he did not approve the minutes, just the change to the accounts at First Interstate.

### Future Agenda Suggestions

**Public Comment:** No public comment

**Schedule next meeting:** The next meeting is scheduled for October 22, 2025 at the Four Rivers Vector Control office.

**Adjourn Meeting:** Meeting was adjourned at 7:16 p.m. on October 8, 2025.

These board meeting minutes have been certified by the undersigned on the date indicated below and serve as the official record.

**This 22<sup>nd</sup> day of October 2025**



Eva Wild Crain (Nov 11, 2025 07:42:47 PST)

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Eva Crain Wild  
Board Chairperson



Amy Varner (Oct 27, 2025 07:29:30 PDT)

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Amy Varner  
Board Secretary










# 2025\_10\_08\_Minutes\_Regular\_Meeting

Final Audit Report

2025-11-11

Created:	2025-10-26
By:	Edward Horvath (ehorvath@trmvc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAU_2-d_UbF2Ewu8G_4kskJ34R4hRNXVNY

## "2025\_10\_08\_Minutes\_Regular\_Meeting" History

-  Document created by Edward Horvath (ehorvath@trmvc.com)  
2025-10-26 - 10:16:11 PM GMT- IP address: 74.51.26.145
-  Document emailed to Eva Wild Crain (alwaymovingforward@live.com) for signature  
2025-10-26 - 10:16:28 PM GMT
-  Document emailed to Amy Varner (amy.varner@fib.com) for signature  
2025-10-26 - 10:16:28 PM GMT
-  Email viewed by Amy Varner (amy.varner@fib.com)  
2025-10-27 - 2:28:29 PM GMT- IP address: 135.232.20.41
-  Document e-signed by Amy Varner (amy.varner@fib.com)  
Signature Date: 2025-10-27 - 2:29:30 PM GMT - Time Source: server- IP address: 74.114.3.253
-  Email viewed by Eva Wild Crain (alwaymovingforward@live.com)  
2025-11-02 - 11:13:17 PM GMT- IP address: 199.68.205.20
-  Email viewed by Eva Wild Crain (alwaymovingforward@live.com)  
2025-11-10 - 1:09:51 AM GMT- IP address: 174.227.8.216
-  Document e-signed by Eva Wild Crain (alwaymovingforward@live.com)  
Signature Date: 2025-11-11 - 3:42:47 PM GMT - Time Source: server- IP address: 199.68.205.20
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