FOUR RIVERS VECTOR CONTROL DISTRICT

56478 SOLAR DRIVE, BEND, OR 97707
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Agenda
Board of Trustees – Regular Meeting
September 10th, 2025 – 6:00 p.m.

Call to order

Roll Call

Approve previous meeting minutes

a) July 16th Meeting Minutes – Regular Meeting
b) August 27th Meeting Minutes - Regular Meeting

Treasurer's Reports

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

Manager Update

Executive Session - Pursuant to ORS 192.660(2)(a) and (b) – The board will meet in executive session to:

a) Discuss recent employee resignations, including any sensitive personnel matters, final pay, benefits, and return of district property (vehicles, keys, credit/debit cards, etc.)

Old Business

a) Follow-up on Board member questions on receipts/transactions January 2023-Present
b) Sign Resolution 25-04 for employee handbook approved at May 2025 meeting
c) Sign Resolution 25-05 for bylaws approved at May 2025 meeting
d) Employee Handbook/Bylaws Updates
e) Board Practices Assessment (BPA) Review
    a. Discussion of <u>immediate recommendations</u> for Board Consideration (within 60 days):
        i. Appoint legal counsel
        ii. Use accessible meeting location for public meetings
        iii. Identify district vision, goals, and priorities
    b. Discussion of <u>long-term</u> recommendations for board consideration (6-9 months)
        i. Comprehensive review of district policies
        ii. Classification and compensation review of existing positions
        iii. Performance evaluation for District Operations Manager
f) ADA compliance for public meetings
g) Bank Account Access
    a. Access for Steven Emerson and Eva Wild Crain
h) Office Hours/Business Hours
i) Company Vehicle Usage, Milage, GPS Tracking, and Fuel Usage

    a. Quote from Carson Fuel
j) Employee Drug Screening Implementation and Policy
k) Budget Committee
l) Board Member Position Recommendation

New Business

a) Board Member Access – Keys, Codes, Gate Access, Passwords, etc.
b) PO Box/Mail
c) Contracting Services – Opening the District to bids from outside businesses to provide service until staff is rehired
d) Legal Counsel Support – Discussion of hiring/placing attorney on retainer for district matters
e) Other Items – *No final decisions will be made on items raised under "Other Items." These items are for discussion only and may be scheduled for future action.*

Future Agenda Suggestions

Public Comment

Schedule next meeting

Adjourn Meeting

FOUR RIVERS VECTOR CONTROL DISTRICT

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Minutes
Board of Trustees – Regular Meeting
July 16, 2025 – 6:00 p.m.

DRAFT

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 Vandevert 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.

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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.

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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. Operations Manager Myles Bowlin 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. In response to board questions, Bowlin clarified that he was not previously aware Sunday fogging was not occurring. He also noted that he monitors the district email account as needed but does not routinely use it for daily communication. Bowlin further confirmed that he had not submitted a complaint regarding Board Member Amy Varner.

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 – Regular Meeting
August 27, 2025 – 6:00 p.m.

DRAFT

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.

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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

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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.

Good of the Order – Future Agenda Suggestions
No future agenda items were discussed

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.

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

Type	Date	Source Name	Memo	Amount
Income				
Property Taxes				
Deposit	08/04/2025		Deschutes County Treasurer - Deschu...	666.10
Total Property Taxes				666.10
Interest Income				
Deposit	08/01/2025		Accrual Income Div Reinvestment - ...	930.84
Total Interest Income				930.84
Total Income				1,596.94
Gross Profit				1,596.94
Expense				
Personnel Services				
Salaried Employees				
Paycheck	08/05/2025	Myles S Bowlin		2,703.51
Paycheck	08/05/2025	Sierra L Dieckhoff		2,591.33
Paycheck	08/20/2025	Myles S Bowlin		2,703.51
Paycheck	08/20/2025	Sierra L Dieckhoff		2,591.33
Total Salaried Employees				10,589.68
Part Time Employees				
Paycheck	08/05/2025	Cody J Larimer		705.00
Paycheck	08/05/2025	Cody J Larimer		669.75
Paycheck	08/05/2025	Cody J Larimer		94.00
Paycheck	08/05/2025	Pete A Garza		51.00
Paycheck	08/05/2025	Pete A Garza		191.25
Paycheck	08/05/2025	Pete A Garza		25.50
Paycheck	08/05/2025	Ryan P Halvorsen		875.16
Paycheck	08/05/2025	Ryan P Halvorsen		875.16
Paycheck	08/20/2025	Cody J Larimer		511.13
Paycheck	08/20/2025	Cody J Larimer		258.50
Paycheck	08/20/2025	Cody J Larimer		522.88
Paycheck	08/20/2025	Ryan P Halvorsen		1,069.64
Paycheck	08/20/2025	Ryan P Halvorsen		1,069.64
Total Part Time Employees				6,918.61
Personnel Overhead Cost				
Payroll Expenses				
Paycheck	08/05/2025	Cody J Larimer		1.38
Paycheck	08/05/2025	Cody J Larimer		0.00
Paycheck	08/05/2025	Cody J Larimer		91.06
Paycheck	08/05/2025	Cody J Larimer		21.29
Paycheck	08/05/2025	Cody J Larimer		36.71
Paycheck	08/05/2025	Myles S Bowlin		1.76
Paycheck	08/05/2025	Myles S Bowlin		167.61
Paycheck	08/05/2025	Myles S Bowlin		39.20
Paycheck	08/05/2025	Myles S Bowlin		67.59
Paycheck	08/05/2025	Pete A Garza		0.15
Paycheck	08/05/2025	Pete A Garza		16.60
Paycheck	08/05/2025	Pete A Garza		3.88
Paycheck	08/05/2025	Pete A Garza		6.69
Paycheck	08/05/2025	Ryan P Halvorsen		1.58
Paycheck	08/05/2025	Ryan P Halvorsen		108.52
Paycheck	08/05/2025	Ryan P Halvorsen		25.38
Paycheck	08/05/2025	Ryan P Halvorsen		43.76
Paycheck	08/05/2025	Sierra L Dieckhoff		1.76
Paycheck	08/05/2025	Sierra L Dieckhoff		0.00
Paycheck	08/05/2025	Sierra L Dieckhoff		160.67
Paycheck	08/05/2025	Sierra L Dieckhoff		37.57
Paycheck	08/05/2025	Sierra L Dieckhoff		64.78
Bill	08/14/2025	QuickBooks Payroll Service	Intuit Quickbooks Payroll Fee Augus...	42.00
Paycheck	08/20/2025	Cody J Larimer		1.21
Paycheck	08/20/2025	Cody J Larimer		0.00

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

Type	Date	Source Name	Memo	Amount
Paycheck	08/20/2025	Cody J Larimer		80.13
Paycheck	08/20/2025	Cody J Larimer		18.74
Paycheck	08/20/2025	Cody J Larimer		32.32
Paycheck	08/20/2025	Myles S Bowlin		1.76
Paycheck	08/20/2025	Myles S Bowlin		167.62
Paycheck	08/20/2025	Myles S Bowlin		39.20
Paycheck	08/20/2025	Myles S Bowlin		67.58
Paycheck	08/20/2025	Ryan P Halvorsen		1.94
Paycheck	08/20/2025	Ryan P Halvorsen		132.64
Paycheck	08/20/2025	Ryan P Halvorsen		31.02
Paycheck	08/20/2025	Ryan P Halvorsen		53.48
Paycheck	08/20/2025	Sierra L Dieckhoff		1.76
Paycheck	08/20/2025	Sierra L Dieckhoff		0.00
Paycheck	08/20/2025	Sierra L Dieckhoff		160.66
Paycheck	08/20/2025	Sierra L Dieckhoff		37.58
Paycheck	08/20/2025	Sierra L Dieckhoff		64.78
Total Payroll Expenses				1,832.36
Personnel Overhead Cost - Other				
Bill	08/04/2025	VSP	VSP Vision Insurance Premium July ...	117.82
Total Personnel Overhead Cost - Other				117.82
Total Personnel Overhead Cost				1,950.18
Total Personnel Services				19,458.47
Material Services & Supplies				
Office Expense				
Bank Service Charges				
Check	08/15/2025		Service Charge	14.04
Total Bank Service Charges				14.04
Utilities				
Bill	08/01/2025	Midstate Electric	Midstate Electric July 2025	103.11
Total Utilities				103.11
Telephone				
Bill	08/08/2025	Verizon	Verizon Cell Phone August 2025	39.55
Total Telephone				39.55
Total Office Expense				156.70
Transportation				
Fuel				
Bill	08/14/2025	CECO, INC.	Fuel 87 non-eth reg 455.3 gal	1,919.83
Total Fuel				1,919.83
Total Transportation				1,919.83
Material Services & Supplies - Other				
Bill	08/21/2025	Republic Services	Garbage Dumpster Rental/Dump fee ...	97.47
Total Material Services & Supplies - Other				97.47
Total Material Services & Supplies				2,174.00
Total Expense				21,632.47
Net Income				**(20,035.53)**

Four Rivers Vector Control District
YTD Budget Comparison
July through August 2025

	Jul - Aug 25	Budget	$ Over Budget	% of Budget
Income				
Property Taxes	2,033	384,930	-382,897	1%
Sunriver Homeowners	0	80,042	-80,042	0%
Interest Income	1,993	9,500	-7,507	21%
Miscellaneous Income	0	0	0	0%
Uncategorized Income	0	5,000	-5,000	0%
Total Income	4,027	479,472	-475,445	1%
Gross Profit	4,027	479,472	-475,445	1%
Expense				
Personnel Services				
Salaried Employees	21,179	133,900	-112,721	16%
Part Time Employees	15,942	115,000	-99,058	14%
Personnel Overhead Cost				
Payroll Expenses	4,083	0	4,083	100%
Personnel Overhead Cost - Other	236	137,800	-137,564	0%
Total Personnel Overhead Cost	4,318	137,800	-133,482	3%
Personnel Services - Other	0	0	0	0%
Total Personnel Services	41,440	386,700	-345,260	11%
Material Services & Supplies				
Deschutes County Solid	0	0	0	0%
Aerial Application	0	50,000	-50,000	0%
Supplies, Equipment, Repairs	0	10,000	-10,000	0%
Office Expense	1,157	18,000	-16,843	6%
Pesticides & Source Reduction	0	50,000	-50,000	0%
Transportation	3,649	25,000	-21,351	15%
Training	0	10,772	-10,772	0%
Professional Services	0	25,000	-25,000	0%
Insurance & Bonds	0	20,000	-20,000	0%
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	132	0	132	100%
Total Material Services & Supplies	4,938	225,772	-220,834	2%
General Operating Contingency	0	10,000	-10,000	0%
Total Expense	46,378	622,472	-576,094	7%
Net Income	**-42,351**	**-143,000**	**100,649**	**30%**

SDAO Special Districts Association of Oregon

MEMORANDUM

DATE: September 2, 2025

TO: Eva Wild Crain, Board Chair, Four Rivers Vector Control District
Sierra Dieckhoff, Office Manager

SUBJECT: **Board Practices Assessment - Consultant's Impressions and Recommendations**

FROM: Mark Knudson, Sr. Consultant
SDAO Consulting Services

It was a pleasure meeting with the Board of Directors of the Four Rivers Vector Control District (the District) to conduct SDAO's Board Practices Assessment (BPA) on August 27, 2025. Four board members, staff member Sierra Dieckoff, and several members of the public attend the meeting. The fifth board member, Duncan Atwood, resigned from the Board the day before the meeting and did not attend the session.

Accompanying this memo is your Board Practices Assessment Summary. I trust you will find it accurately reflects what was discussed during the BPA session and that it paves the way for continued discussions and follow-up actions by the Board.

My **Consultant's Impressions and Recommendations** are outlined below. As discussed during the meeting, it is important that the Board review these documents, consider the recommendations at your next Board meeting, and develop an "action plan" to follow-up on these findings. SDAO will conduct a 60-day follow-up to check progress and offer additional consulting support, if needed.

Impressions

The District's board members bring a valuable mix of business, community, and District involvement, a mix of years of experience with the District, and significant leadership background.

The District is undergoing a period of significant change, precipitated by a relatively recent change in board membership. Although only one new board member was recently appointed by the Deschutes County Commissioners, this resulted in a shift in the majority of members who support changes in policies and procedures to enhance the transparency and accountability of the District and staff. This change also led to appointment of a new Board Chair.

These changes appear to be moving the District away from long-standing policies and procedures, and toward a stated desire for the District to be operated under policies and procedures that are in line with a public agency that is accountable to taxpayers.

Three board members repeatedly expressed concerns regarding the District's existing financial practices, lack of transparency, lack of accountability, communications concerns, and performance issues. In addition, the agenda for the most recent board meeting included 11 items of old business and two items of new business all centered around District policies, operations and procedures.

This shift in organizational culture, norms, and expectations appears to have generated significant tension between board members as well as frustration and resistance by staff.

Recommendations

The BPA surfaced the need for several notable actions. SDAO's recommended actions are described below and have been prioritized to identify immediate or near-term actions that should be addressed within the next three months (i.e., before the end of the calendar year) and longer-term actions that should be addressed within the next six to nine months.

Recommendations for immediate or near-term actions within the next three months:

I. Appoint District Legal Counsel. Many of the issues and concerns identified by the board members during the BPA process have significant legal implications. It is recommended the District engage the services of an attorney who is knowledgeable in municipal law to assist and guide the board in addressing these issues and concerns. SDAO will provide a list of a few attorneys we are aware of who are successfully working with special districts. The board should conduct a process to select and formally appoint an individual or firm as the District's general counsel. The Board should also establish a policy for the reporting relationship and who serves as the District's liaison with the attorney.

II. Use an Accessible Meeting Place for All Public Meetings. ORS 192.630(5) requires that public meetings of the governing body of a public body (i.e., District board meetings) be held "in a place accessible to persons with disabilities." The District has historically held board meetings at the District office, which does not appear to meet accessibility requirements. All future board meetings must be held at an accessible location. It is suggested this be accomplished initially by meeting at an alternative location within the District's service area followed by completion of accessibility modifications to the District office meeting space and publicly accessible areas. Examples of possible alternative meeting locations in the District service area might include the DRRH Clubhouse (56100 Solar Drive) or the La Pine RFPD Fire Station 102 (55785 S. Century Drive).

III. Identify the District's Vision, Goals, and Priorities. The two differing visions for the District have resulted in numerous policy and procedure concerns being considered by the Board. It is recommended the Board engage a consultant to facilitate a simplified planning process to clarify the District's vision, outline specific goals for desired changes, and prioritize the work needed to achieve those goals. This clarity of vision coupled with a clear work plan – including a scope, schedule and budget for the intended tasks – will be instrumental to effectively manage and help assure successful implementation of the desired changes.

Recommendations for longer-term actions within six to nine months:

IV. Comprehensive Review of District Policies. The Board indicated they recently updated the District's policies; however, board members expressed differences of opinion regarding the scope and details of these policies. It is recommended the Board engage a consultant to conduct a comprehensive review of District policies – including board policies, employee policies, and administrative policies (e.g., financial and operational policies and procedures) to address the Board's policy concerns and to verify the policies are consistent with best practices. The policies should also be submitted to the District's attorney for legal review. Maintenance of Board and administrative policies may seem like a never-ending project given the ever-evolving regulatory environment; however, this effort is essential to help limit risks to the organization and effectively manage the District's workforce and resources, as well as meeting the needs and expectations of the community.

V. Conduct a Classification and Compensation Review of Existing Positions. Several concerns identified by board members centered around expectations for staff positions. It is recommended the District retain a human resources consultant (for example, HR Answers does this type of work) to conduct a classification and compensation review (i.e., a class/comp study) of all staff positions. This would include a comprehensive review of existing position descriptions to verify position descriptions are consistent with current job duties and Board expectations as well as alignment with best practices. This work would also include a survey of similar positions in similar organizations to verify that total compensation for district positions is consistent with the employment market.

VI. Conduct Performance Evaluation of District Operations Manager. Once the position description for the District Operations Manager has been reviewed and updated, it would be appropriate for the Board to evaluate the current employee's performance. It is recommended the District retain the services of a consultant (either as part of the previous task or as a stand-alone effort) to facilitate a performance evaluation including identification of performance expectations, performance feedback, and goals for the

next evaluation period. This should be adopted as a standard process for annual performance evaluations in future years.

I appreciate the board members were so candid in identifying past and current shortcomings as well as expressing a desire to create a new future for the organization.

I applaud the District's efforts to date and offer my best wishes for your success. Your commitment to effective management and organizational performance will undoubtedly lead to continued benefits to the District and the community.

Please extend to the entire Board and staff my sincere thanks for the opportunity to participate in your Board Practices Assessment. Feel free to contact me if you have any questions regarding this report or if I can be of additional assistance.

SDAO Special Districts Association of Oregon

BOARD PRACTICES ASSESSMENT

Four Rivers Vector Control District
August 27, 2025

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

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Board Duties and Responsibilities				
Adherence to standards of good stewardship			✓	Board members working hard to implement new procedures and standards that are needed to enhance fiscal responsibility & accountability; concern expressed that district has historically been run like a family business so recent policy changes encounter resistance; getting board members & organization to move forward together has been tough; frustrating that county refers to SDAO and SDAO refers to county (regarding standards).
Demonstration of good governance practices			✓	Reported there is "lots of turmoil in Board and changes made 2 months ago" (re: appointment of new board members); have been working with district and staff to make changes; has been "resentment of change" and unwilling to embrace change"; communications have been used to enhance position of individuals "rather than benefit of taxpayers"; perceived "foot dragging to delay forward progress"; cited examples of "withholding information and documents that limits effectiveness of board"; "staff (Ops Manager) chooses to not attend board meetings"

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Operational Compliance & Resilience				
Overall regulatory compliance & timeliness of compliance reporting			✓	"Information is not shared with the board"; "Ops Manager does not attend board meetings" so the board is unsure of regulatory compliance status or issues – for example, annual audits "had not been done for 5 years" so district has been working for the last 2 years to get caught up on audits; noted that "SDAO does risk management inspects" so it is assumed the board would hear about concerns; it was noted the District's office – which serves as the governing body's meeting place – is not ADA compliant
Potential challenges		✓		"Everything – laws, taxes, regulations, policies." Have been working on updates to policies but "took 6 months for SDAO to get back (to district) on policies" and during that time, required language changed; acknowledged they are "working to stay on top of it" by more (frequent) board meetings, "SDAO is a good resource" and going to conferences and seminars"
Organizational resilience			✓	Significant financial concern identified by board member – "concerned we have more going out than coming in"; unclear if there is an emergency plan ("no plan," "might be a plan" and "Niki (Fisher) would have asked for it" as part of risk inspection)

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Budget and Finance				
Consistency in budgeting to meet needs			✓	Board member stated this is "a hot mess"; reported that request for budget committee members was mentioned (on website) 6 months ago and mentioned at 2 or 3 meetings, but no volunteers (disputed point); "at the budget meeting, we were told we didn't have time" (for a budget committee) so the board served as the budget committee; the did not establish a formal budget calendar; "there was no give and take" in preparing the budget – "due to limited time" there was no input and only one meeting; one change to the proposed budget was requested (by a board member) but subsequently not included to the published budget; there is no strategic or multi-year plan; board members have "requested bank statements and receipts" – took months to obtain the requested documents (including suggestion it would require a public records request process) and "still missing some documents"
Soundness of financial practices			✓	Concern expressed by some board members about lack of accountability for expenses; "employees are trusted to run the business but (the board) should also be seeing statements and documentation" when requested; "the issue is communication – the manager doesn't show up at (board) meetings"; board member stated concern there has been "push back when questions are asked"

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
Customer Relations				
Management of service problems		✓		District uses website to communicate list (and schedule?) of areas to be treated; "people call with questions" but there hasn't been policy to respond; don't have formal outreach or information plan; acknowledged current approach (to customer information and outreach) is better now than in previous years; noted "opportunity for growth of staff in handling responses"; differences in opinion expressed by board members regarding responsibility for access on private property
Improvements to customer service		✓		Noted "plans for improved outreach" but unclear on specifics; "want staff to work out of office" (rather than from home?); difference of opinion of board members regarding established office hours and availably of staff
Personnel Administration				
Staff morale and work climate			✓	Stated as "not great due to changes"; communications with board members is "not great" – sited example of 24 hour delay in hearing about board member resignation; noted it's "natural for morale to dip – especially when accountability is being increased"
Management of employee performance			✓	"Not being addressed – manager doesn't show" (at board meetings); board is unclear about accountability of staff that reports to manager; have established several new policies but "don't know if it's being followed" – cited example of drug testing as new policy and difference of

KEY PERFORMANCE AREAS	RATING			ASSESSMENT
	Good	Caution	Danger	
				opinion between board members on what is required and what is allowed, and additional example of personal use of district vehicle for commuting; job description for manager was updated within the past year but have never done an evaluation
Alignment of positions and work assignments			✓	"No" – unclear if the manager's updated job description is consistent with current expectations and new policies
Policies and Procedures				
Soundness of administrative policies		✓		Board members agree that policies were updated last year; however, unclear about the scope of the policies (employee policies vs board policies vs operational policies); noted that "just got back (review comments) from SDAO; "some more changes are needed"
Consistency between work practices and policies		✓		Board members expressed concern that "old policies are (still) being followed" even though policies were updated recently; sounds like updated policies were not reviewed by legal counsel since district currently doesn't have legal counsel; NOTE: SDAO to provide list of potential attorneys for consideration by board
Efficiency of staff and work systems	✓			Staff and capacity of staff noted as issue – "it's hard to get part-time, seasonal, licensed applicators for fogger" position; reported that staff has sufficient resources such as technology and equipment, noted: "it's better – we're trying to keep things updated."

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Northwest Pump
PETROLEUM & INDUSTRIAL

Stay Updated- Follow us online!

2800 NW 31st Avenue, Portland, OR 97210 503.227.7867

TELEPHONE:	Email	DATE OF QUOTATION:	QUOTE NUMBER
PHONE NUMBER	**Customer Email**	**08/25/25**	**1**

CUSTOMER / CONTACT:

Tyler Murrary
Carson Oil

PROJECT / LOCATION:

TLS4 Quote

TERMS AND CONDITIONS OF SALE

N.W. Pump is not responsible for delays in delivery due to strikes, accidents, priority restrictions or other conditions beyond our control or its failure or delay to order or deliver due to the purchaser's failure to pay N.W.Pump any monies owed on an open job account or job basis. The prices herein do not apply in the event of an underground obstruction, including but not limited to utilities and impenetrable soil, is discovered after this proposal is made. In such event, Buyer is liable for all increased costs. Buyer may cancel by giving written notice, however, Buyer is liable for all costs incurred by N.W. Pump to the date notice is received. **Cancellations or returns are subject to a minimum fifteen (15%) percent restocking charge.** Payment terms are net cash on delivery, unless N.W. Pump has approved credit terms or otherwise specified within. If litigation is necessary to enforce this agreement, the prevailing party will be entitled to reasonable attorney's fees, court costs, and interest. Products carry only the manufacturer's warranty, if any. NWP makes no representations as to product compliance with government regulations. There are no expressed or implied warranties as to goods or services provided by NWP, including the implied warranty of merchantability or fitness for a particular purpose. Statements by a NWP representative that differ from the foregoing shall have no effect. NWP will not be liable for direct, indirect, special or consequential damages, business interruption or loss of profits damages, sustained by Customer or any party claiming by, through or under Customer.

This offer to furnish equipment on the following terms and conditions **expires 10 days from the above date.**

N.W. Pump, Inc. reserves the right to adjust equipment prices to conform to prices in effect at the time of delivery

Equipment prices are subject to all applicable taxes.
Return of non-stock and special order items are subject to restock charges or may not be returnable.

Acceptance of Proposal:

The above price, specifications and conditions are satisfactory and are hereby accepted. You are authorized to supply equipment and/or labor as specified. Payment will be made as outlined above. I understand acceptance of the quotation does not constitute an order until credit has been approved. I understand that Northwest Pump may file a Right to Lien against the equipment/labor.

SALES TOTALS

EQUIPMENT SUBTOTAL:	**$**	10331.18
GVR Surcharge:	**$**	
ESTIMATED SALES TAX: *	**$**	
INCOMING FREIGHT:		
TOTAL:	**$**	10331.18
Optional Monthly Lease Payment	**$**	

*Actual sales tax may vary, the customer needs pay the tax shown on the invoice.

****See Details at Bottom of Quote**

1. Price excludes tank offloading, electrical, piping and installation.
2. All Prices are FOB Northwest Pump warehouse except where noted differently.
3. Terms: _25_% down. Tanks and dispensers balance due on completion at factory. Net 30 upon approved credit
4. Terms: _50_% down on all EVR/ISD systems. Non Returnable/Non Refundable
5. Prices are good for 10 **days from date of quotation.**
6. Gilbarco / Gasboy Terms: Special terms apply to the Gilbarco/Gasboy Equipment. Prices reflect a 3% cash discount. Payments must be received within 10 days of invoice. Invoices are sent upon completion of the order at the factory. 3% will be added to invoice and may be deducted if paid within 10 days. Credit card payment not applicable with these terms.

BY SIGNING AND ACCEPTING THIS QUOTATION, CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ, UNDERSTANDS AND AGREES WITH ALL OF THE TERMS AND CONDITIONS LISTED WITHIN

QUOTED BY:		ACCEPTED BY:	TITLE:
SIGNATURE		SIGNATURE	DATE
	08/25/25	Tyler Murrary	
PRINT NAME	DATE	PRINT NAME	
Northwest Pump		Carson Oil	

Desired Delivery Date:

Northwest Pump and Equipment Co. has been a Petroleum Equipment Distributor since 1959. We are the West's largest distributor of tanks, piping, pumps, meters, tank monitoring systems, leak monitoring systems and lubrication equipment. We are pleased to offer this quotation for the referenced project. Please contact me if you need additional information.

COMPANY:	Carson Oil	DATE OF QUOTATION	QUOTE NUMBER
PROJECT:	TLS4 Quote	08/25/25	1

COMPANY:		Carson Oil	DATE OF QUOTATION	QUOTE NUMBER
PROJECT:		TLS4 Quote	08/25/25	1

QTY	Part Number	DESCRIPTION	UNIT PRICE	EXTENDED
		TLS4 Tank Monitor:		
1	860190-020	Veeder-Root TLS4 Console, Color Touch Screen EDIM Up To Combination of 12 Probes and Sensors. More Than 12 Channels Being Used Requires Expansion Box and Cable or Upgrade to TLS450+	4965.96	$ 4965.96
1	0333434-001	Veeder-Root Application Software Required forTLS4 Console	3,505.74	$ 3,505.74
1	330020-832	Veeder-Root TLS4 Series Printer	1,304.58	$ 1,304.58
1	330020-839	Veeder-Root TLS4 Series Printer Wall Bracket Only	402.90	$ 402.90
1	1198	TLS4 Paper 3 1/8"x3" Case of 50	152.00	$ 152.00

Exclusions:

Northwest Pump quoted pricing is valid for 10 days from the date of this quote. However, except as otherwise expressly stated, Northwest Pump's quoted pricing is exclusive of any applicable taxes, duties, fees or other charges of any kind including, but not limited to, sales or use taxes, excise taxes, tariffs, duties, customs or inspection fees, VAT, any other tax, fee or charge (collectively, "Taxes") incurred by Northwest Pump or its suppliers in connection with the production, sale, distribution, the delivery of goods.

Buyer is responsible for all such Taxes, and any increase. In the event that Northwest Pump or its suppliers are required to pay any such Taxes (including any increase in the amount), regardless whether such Taxes (or increase in the amount) are imposed before or after Northwest Pump's acceptance of your order, delivery of the goods and/or your payment, you shall be responsible to reimburse NWP for the payment of such Taxes (or increase in the amount thereof). Northwest Pump may add the amount to be reimbursed to the price of the goods or invoice it separately. If Northwest Pump's prices include or are intended to cover any Taxes, any increase in such Taxes shall be the basis for a price adjustment

Northwest Pump standard payment terms must be met as materials arrive at your job site or designated storage facility. Failure to meet payment terms and/or take delivery of your purchased products, will subject your order to any price increases which affect those items therein. Our facilities are best used for the distribution of our products, not the long-term storage of customers property. Please work with your NWP Sales Representative to manage this process.

Please note: Installation and use of all above-ground fuel storage systems carry inherent risks and are subject to regulations and standards established by Federal, State and Local agencies such as the EPA, Building and Fire authorities etc. By signing this document, customer accepts full responsibility for investigation and implementation of technologies required to meet any applicable regulations and requirements related to the parts and or system(s) in this proposal. Customer also accepts full responsibility for any decision to comply or to not comply with applicable rules and regulations. Furthermore, by signing this document, customer agrees to hold harmless and defend Northwest Pump & Equipment Co. and its affiliates from any liability, penalty or disciplinary action that may occur as a result of decisions by customer, their employees or contractor's to ignore, circumvent or otherwise fail to obey any and all applicable federal, state and local rules and regulations and standards of good, safe, practice.

Merchandise Returns: New Unused Stocking items must be returned within 30 days of the original purchase for full credit. Special ordered items will be charged a minimum 25% restock fee if returned new unused. Cores must be returned within 20 days of the original purchase for full credit.

PCI Compliance Disclaimer: It is solely the Customers responsibility to verify PCI Compliance and Network Processing Compliance with their Merchant Provider. NWP will not be liable for direct, special or consequential damages, business interruption or loss of profits, sustained by Customer or any party claiming by, through or under the Customer.

Above Specifications Exclude the Following (Unless Otherwise Noted): Plans, Permits, Inspection, All Testing, Labor to Assemble or Install, Miscellaneous Pipe Fittings and Accessories, Any Electrical Consideration, Offloading or Setting Any Equipment or Tank, Site Improvements, Guard Barriers, Any Other Items (s) Not Specifically Mentioned Above

Equipment Only: No Installation. Subject to engineer's approval. This quotation does not include or imply any equipment or quantities other than listed herein. Contractor to determine actual quantities required. No retainage to apply.

Performance: Performance of equipment listed is based upon the accuracy of the information supplied to NW Pump and Equipment Co. by the customer or customer's engineer. Guarantee of performance may require approval by a licensed engineer at the customer's expense. NWP is not responsible for any warranty outside of standard manufacturer warranties.

Tank Submittal Drawings: Tanks require approved, signed drawings before production of the tank may begin. Any quoted lead time is based on production time required once approved submittal drawings have been received by Northwest Pump & Equipment.

COMPANY:	Carson Oil	DATE OF QUOTATION	QUOTE NUMBER
PROJECT:	TLS4 Quote	08/25/25	1

QTY	Part Number	DESCRIPTION	UNIT PRICE	EXTENDED

Gilbarco / Gasboy Terms: Special terms apply to the Gilbarco/Gasboy Equipment. Prices reflect a 3% cash discount. Payments must be received within 10 days of invoice. Invoices are sent upon completion of the order at the factory. 3% will be added to invoice and may be deducted if paid within 10 days. Credit card payment not applicable with these terms.

Verifone Terms: Special terms apply to the Verifone Equipment. Prices reflect a 3% cash discount. Payments must be received within 10 days of invoice. 3% will be added to invoice and may be deducted if paid within 10 days. Credit card payment not applicable with these terms.

Equipment Storage: Equipment billed and held in our warehouse may be subject to a monthly storage fee.

Equipment & Storage Fees: Unpaid equipment and/or storage fees may result in cancelation of the order and the equipment will be made available to others.

Beginning January 1st, 2024, we will be charging a fee of $100 per dispenser per month, for materials stored over 30 days. The first full month of storage is complimentary.

Method of Payment: Private Party Pay____ / Lease Finance ____ / Bank Finance____

I AGREE TO ALL TERMS ABOVE : Customer Initials:_____

**60 month lease option for this project shown above. Actual monthly payment is calculated by Patriot Capital Corporation and is subject to their qualifications to acquire this lease payment structure. Lease is structured with a One Dollar Purchase Option, ownership of the equipment takes place at the end of the lease term. For more information, contact Geoff Smith at 404-915-9749

VEEDER-ROOT

TLS4 & TLS4B Automatic Tank Gauges

Proven Fuel System Management

The Veeder-Root TLS4 and TLS4B Automatic Tank Gauges (ATGs) help keep your sites running profitably. These ATGs combine precision performance with sophistication, customization, and ease of use to deliver proven results.

The TLS4 and TLS4B ATGs are ideal for small retail, commercial, and industrial applications. Ensure your site is running at peak performance with a TLS4 Series ATG.

PERFORMANCE

The TLS4 and TLS4B Automatic Tank Gauges are premier fuel inventory management solutions. They deliver accurate, crucial information, including:

Fuel Inventory with Temperature Compensated Volume

Sophisticated algorithms compensate for the impact of temperature changes on product volume and deliver a clear inventory picture.

Business Inventory Reconciliation (BIR)

Automate your daily inventory management process by utilizing dispenser transaction data with TLS probe data resulting in accurate inventory reconciliation. For improving inventory control, utilize AccuChart™ with BIR.

Automatic Tank Calibration – AccuChart

Proven third generation tank calibration technology provides flexibility in programming to ensure calibration success, delivering the most precise picture of your inventory. AccuChart reconciles tank irregularities that improve your inventory control outcome.

Continuous Statistical Leak Detection (CSLD) – TLS4 Only

Avoid site shutdown when using CSLD for your monthly tank leak detection requirements. CSLD is certified to meet, or exceed, the EPA 0.2 Gallons Per Hour (GPH)/0.76 Liters Per Hour (LPH) standard.

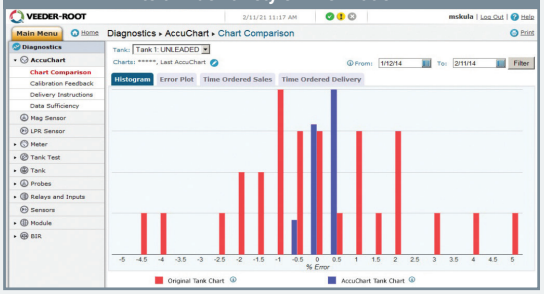
In-Tank Static Leak Detection (SLD)

Meet your monthly leak detection requirements with SLD, which can perform a 0.1 GPH/0.38 LPH and 0.2 GPH/0.76 LPH. SLD is certified to meet, or exceed, the EPA standards.

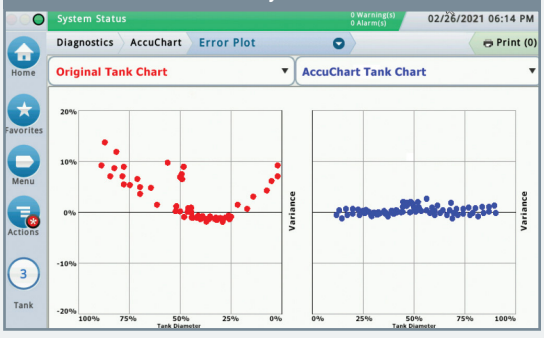
Data Logger

The built-in data logging capability enables advanced inventory management functionality when combined with Insite360 SaaS (Software-as-a-Service).

Web-Enabled Interface offers instant access to a wide variety of information



ATG graphical user interface offers quick access to a wide variety of information



PROTECTION

The Veeder-Root TLS4 and TLS4B ATGs use sensors, probes, and advanced software solutions to deliver accurate Underground Storage Tank (UST) and Aboveground Storage Tank (AST) information. They protect your fuel assets whether you are on-site or off-site.

Partitioned Networks – TLS4 Only
Two built-in Ethernet switch networks protect point-of-sale data from the public internet domain.

Data Protection
Up to 3 years of data storage that is protected in the event of a power outage, battery replacement, or software upgrade.

Reduced Risks
The TLS4 and TLS4B ATGs eliminate manual tank dipping, reduce health and safety risks, such as fumes and forecourt access.

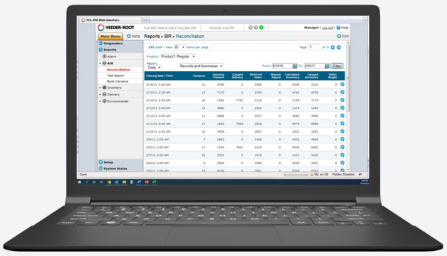
Customized User Access
A user-configurable login enables deployment of company specific security controls and procedures.

Timed Sudden Loss Detection
Provides visibility to changes in inventory due to theft or a possible catastrophic leak during quiet periods via programmable scheduling.

REMOTE CONNECTIVITY OPTIONS

The remote management options for the TLS4 Series ATGs deliver critical inventory and site data when and where it's needed. Monitor site performance and receive real-time alerts, compliance reports, and variance analysis.

THE PLUS VIEW app is available for accessing inventory, delivery, and alarm data in real-time for remote displays on-site or for more remote mobile applications.



The Web-Enabled Interface provides browser-based access to the ATG, with the ability to change configurations and programming as needed, from anywhere in the world, from any internet-connected device.

PROFITABILITY

The compact and powerful monitoring systems are extremely easy to use. View, configure, and control these ATGs using the graphical user interface or access remotely to manage multiple locations to improve efficiency and reliability.

Color Touch Screen
Easy, clear navigation provides access to critical site information.

Fast Problem Resolution
Context sensitive help allows remote troubleshooting and diagnosis, preventing unnecessary dispatch and more efficient service calls.

Customized Home Screen & Favorites
Ease of use saves operator response time.

Customized Alarms
Provides the ability to rename default alarms to specific action-oriented alarm names that store personnel use to manage the fueling system.

Future Ready
Performance enhancement features such as BIR, AccuChart, SLD, CSLD can be added as your business environment changes. Expand the TLS4 by adding a TLS-XB Expansion Box to add more sensors, or the ability to use 10-Amp Relay, Low Voltage Dispenser Interface Module (LVDIM), and Mechanical Dispenser Interface Module (MDIM).

TLS4 & TLS4B CAPABILITIES GUIDE

Determine whether the TLS4 or TLS4B ATG is right for your business based on the console features of each.

Console Features	TLS4 (EXPANDABLE)	TLS4B
System Capabilities		
Universal Probe and Sensor Inputs	✓	✓
Maximum # of In-Tank Probes	12/32 *	6
Maximum # of Universal Probe and/or Sensor Inputs	12/76 *	6
TLS-XB Expansion Box	✓	N/A
Interface		
Color Display	7" WVGA	7" WVGA
No Display Option	✓	✓
Printer Option	✓	✓
Communications		
Configurable RS-232/485 Serial Ports	2	2
Ethernet Port(s)	3	1
Ethernet Network(s)	2	1
External USB Ports	2	2
Inventory Control		
Hourly Reconciliation Monitoring (HRM)	Optional	Optional
Timed Sudden Loss	Optional	Optional
Business Inventory Reconciliation (BIR)	Optional	Optional
In-Tank Calibration		
AccuChart	Optional	Optional
In-Tank Leak Detection		
Static Leak Detection (SLD)	✓	Optional
Continuous Statistical Line Leak Detection (CSLD)	Optional	N/A
Digital Pressurized Line Leak Detection (DPLLD)	N/A	N/A
Additional Functionality		
3 Years Minimum Data Storage	✓	✓
Data Logger Built-in	✓	✓
THE PLUS VIEW App (iOS, Android) for Remote Access on Smart Phones and Tablets	✓	✓
Web-Enabled Interface	✓	✓
Workflow Wizard	✓	✓
Contextual Embedded HELP	✓	✓
Phase Separation Detection Up to E20	✓	✓
Fuel Density Monitoring	✓	✓
Mag-FLEX Tall Tank AST Monitoring	✓	✓
HydrX™ Fuel Conditioning System	✓ *	N/A

* One TLS-XB Expansion Box is required

ACCESSORIES

TLS-XB Expansion Box

Connect the TLS-XB to the TLS4 for a system solution that is designed to grow with your fuel management needs. *

Mag Plus Probe

Designed for both aboveground and underground storage tank applications that require extremely accurate and reliable readings for inventory reconciliation and leak detection.

Mag Sump Sensor

Uses proven magnetostrictive technology to quickly and accurately detect the presence and amount of fuel and/or water, minimizing emergency dispatch for water intrusion.

Mag-FLEX Probe

A powerful and affordable inventory management system to avoid dangerous and time consuming tank scaling for manual inventory readings of aboveground storage tanks.

Interstitial Sensors

Liquid and/or position sensing solutions which detect leaks in the interstitial space of double wall storage tanks.

Additional accessories and functionality available

** Compatible with the TLS-450PLUS and TLS4 ATGs*

PARTNERSHIP

Founded over a century ago, Veeder-Root is the global leader of automatic tank gauges, backed by an unmatched service network. Around the globe more than half a million petroleum marketers and commercial fueling businesses enjoy increased profits and protection of their fuel assets with Veeder-Root solutions.

Our proven company history, combined with the highest precision levels in our wet stock management tools, delivers results that matter. The performance, prevention, and protection you need. The partner you deserve.

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