FOUR RIVERS VECTOR CONTROL DISTRICT

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

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

Call to order

Roll Call

Public Comment

Approve previous meeting minutes

a) May 21st Meeting – Regular Meeting
b) May 21st Budget Hearing

Treasurer's Reports

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

Manager Update

Old Business

a) Board review of receipts/transactions from Jan 2023-Present
b) Sign Resolution 25-03 for approval of employee handbook at previous May 2025 meeting
c) Sign Resolution 25-04 for approval of bylaws at previous May 2025 meeting
d) Discussion of Compensation Study

New Business

a) Board Re/Appointments:
    a. Eva Wild Crain
    b. Steven Emerson
    c. Amy Varner
b) Motion to remove Lawrie Dieckhoff from financial institutions
c) Motion to temporarily move district board meetings to Sunriver Deschutes Public library on a temporary basis until office is ADA Compliant.
d) Motion to move to monthly board meetings
e) Motion to approve annual 3% COLA wage increase for salaried positions
f) Discussion of researching/finding new auditing company
g) Discussion of employee drug screening
h) Discussion of company vehicles
i) Discussion of payroll programs and services
j) Discussion of credit card and checking account usage
k) Discussion of customer calls and emails

l) Discussion of Special Road District #1 using Vector Control office
m) Discussion of tracking program for trucks
n) Discussion of truck usage, mileage reports, and fuel usage.
o) Discussion of selling drone and purchasing quads with foggers

Good of the Order – Future Agenda Suggestions

Schedule next meeting – October 15th, 2025

Adjourn Meeting

FOUR RIVERS VECTOR CONTROL DISTRICT

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Minutes
Board of Trustees – Regular Meeting
May 21, 2025 – 6:00 p.m.

Call to Order: Chairman Rodney Dieckhoff call the meeting to order at 6:05 p.m.

Roll Call: Members present; Amy Varner, Eva Wild Crain, Lawrie Dieckhoff, Duncan Atwood, and Rodney Dieckhoff. Members absent: None **District Employees:** Siera Dieckhoff **Visitors:** 2 Virtual, 2 In-Person

Public Comment: No public comment

Approve previous meeting minutes:

Meeting Minutes for January 15, 2025: Duncan Atwood made a motion to approve the meeting minutes for January 15, 2025, Lawrie Dieckhoff seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

Meeting Minutes for March 26, 2025: Amy Varner made a motion to approve the meeting minutes for March 26, 2025, Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

Meeting Minutes for April 2, 2025: Duncan Atwood made a motion to approve the meeting minutes for April 2, 2025, Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

Meeting Minutes for April 23, 2025: Lawrie Dieckhoff made a motion to approve the meeting minutes for April 23, 2025, Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

Meeting Minutes for April 30, 2025: Meeting Minutes were tabled until the next meeting as Eva Wild Crain would like to add additional verbiage in the meeting minutes regarding her motion for a budget committee.

Treasurer's Report

Treasurer's Report for YTD April 30, 2025: Duncan Atwood made a motion to approve the Treasurer's Report for YTD April 30, 2025, Lawrie Dieckhoff seconded the motion. Rodney

Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

Manager Update

Rodney read the manager's update and there were a few questions regarding the helicopter treatment and exploring options for mailing out notifications for residents along the river. Also questions about when the helicopter treatment may take place. Sierra Dieckhoff addressed the questions and mentioned the options for notifying residents and that we are exploring the most cost-effective options, and that we are working with Edgefield aviation on a date, but we are waiting for the approval of the FAA before setting a tentative date for treatment. Please see attached document for more information on manager's update.

Old Business

a) Motion to approve board review of receipts/transactions from January 2023-Present: Eva Wild Crain made a motion to approve the entire board to review receipts/transactions for specific charges from Costco, Safeway, Fred Meyer, Walmart, Sportsman's Warehouse, and Amazon, Amy Varner seconded the motion. Lawrie Dieckhoff asked that specific receipt/transactions that board members would like reviewed be submitted to the district email no later than June 30, 2025 to provide staff time to gather documents for next meeting. Rodney Dieckhoff – Yes, Amy Varner – Yes, Eva Wild Crain – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes. The motion carried unanimously.

b) Motion to approve Employee Handbook/Policy Handbook: Duncan Atwood made a motion to approve the employee handbook/policy handbook as presented; Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes, Eva Wild Crain – Abstained. The motion carried unanimously.

c) Motion to approve District Bylaws: Duncan Atwood made a motion to approve the employee handbook/policy handbook as presented; Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes, Eva Wild Crain – Yes. The motion carried unanimously.

New Business

a) Motion to adopt the approved budget for FY 2025-2026: Duncan Atwood made a motion to adopt the approved budget for FY 2025-2026; Lawrie Dieckhoff seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes, Eva Wild Crain – Yes. The motion carried unanimously.
b) Board Member Term Expiring June 30, 2025 – Eva Wild Crain: Board Chairman Rodney Dieckhoff explained that our board positions are appointed by the county commissioners, and the district board of trustees does not vote on board positions. The board is allowed to nominate members and/or any member of the district may nominate themselves. Eva Wild Crain stated she would like to be reappointed to her board position, we also had a member of the district (public), Jim Close, who would like to be nominated for the position as well. Board chairman Rodney Dieckhoff asked the individuals to submit a cover letter style document containing information on why they

would like to be on the board along with any other relevant information they would like to include. They were asked to send it to the district email as soon as possible for district staff to submit the nominations to the county for the county commissioners to review and appoint a member to the board.

Good of the Order – Future Agenda Suggestions

a) Formal Complaint: Board Chairman Rodney Dieckhoff explained that there was a Formal Complaint filed against him by Amy Varner with Deschutes County. Deschutes County discussed the topic at their board meeting noting that a public hearing will need to be held as it is mandated by state legislature. The public hearing may be cancelled if the parties involved would like to resolve the issues 'offline' and Amy Varner would like to withdraw her complaint. Amy and Rodney agreed that they would like to resolve this prior to needing to hold a hearing in front of the county commissioners. A discussion will be held between held between the parties involved at a later date.

b) Motion to place Jeremy Green on retainer as attorney for district: Board chairman Rodney Dieckhoff asked for a motion to approve to place Jeremy Green on retainer for the district in the instance the formal complaint goes to a public hearing for any legal repercussions the district may incur. Lawrie Dieckhoff made a motion to place Jeremy Green as a retainer as an attorney for the district; Eva Wild Crain seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes, Eva Wild Crain – Yes. The motion carried unanimously.

c) Wage Analysis Update: Lawrie Dieckhoff gave information regarding the requested wage analysis. She has reached out to several companies and has yet to hear a response but will continue to reach out. Sierra Dieckhoff also tried to reach out to HR Answers as they are a consulting service we have access to through SDAO, she also has not gotten a response. Updates will be made available as soon as possible.

Schedule next meeting: The next meeting is scheduled for July 16, 2025 at 6:00 p.m. at the district office located at 56478 Solar Drive, Bend, OR 97707.

Adjourn Meeting: Board chairman Rodney Dieckhoff asked for a motion to adjourn the regular meeting at 7:30 p.m. on May 21, 2025. Duncan Atwood made the motion; Amy Varner seconded the motion. Rodney Dieckhoff – Yes, Amy Varner – Yes, Duncan Atwood – Yes, Lawrie Dieckhoff – Yes, Eva Wild Crain – Yes. The motion carried unanimously.

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Manager's Update

Board of Trustees – Regular Meeting

May 21, 2025, at 6:00 p.m.

Treatment Update:

Operations are underway for the season, but we are encountering some early challenges due to unusually high-water levels across the district. Many areas that normally contain standing water now have active water flow, making larviciding ineffective. Additionally, several treatment zones are currently inaccessible due to water depth, limiting our ability to treat effectively for the time being.

Helicopter Treatment:

Sierra has been coordinating with Edgefield Aviation to schedule a helicopter treatment; however, we are in the process of working with the FAA to secure a congested use permit. This permit requires significant public notification efforts, including issuing a press release to news and radio outlets, posting treatment area notices on social media, and either mailing or delivering door-to-door notices to residents near the river. We've identified approximately 1,000 residents who must be notified and are currently exploring mailing options to meet these requirements, as in-person notice would be highly labor-intensive. We estimate the printing and mailing costs to fall around ~ $3,000.

Truck Purchase:

We recently purchased a new (used) truck and continue to monitor vehicle listings with the intent of updating our fleet in the upcoming budget cycle. Our seasonal employees have been busy preparing the fog trucks—getting them cleaned, serviced, and operational for the season. With favorable weather, we hope to begin fogging within the next couple of weeks.

Audit Update:

We recently met with our auditor, who is finalizing the Year-End 2021, 2022, and 2023 audits. They informed us that after June 30, 2025, they will no longer be performing audits for public entities. This means we will need to secure a new auditor moving forward; however, they did indicate they may be available to assist us during the transition. We will continue to keep you updated on this process.

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Minutes
Budget Hearing Meeting
May 21, 2025 – 5:00 p.m.

Call to Order: Chairman Rodney Dieckhoff call the meeting to order at 5:00 p.m.

Roll Call: Members present; Amy Varner, Eva Wild Crain, Lawrie Dieckhoff, Duncan Atwood, and Rodney Dieckhoff. Members absent: None **District Employees:** Sierra Dieckhoff **Visitors:** 2 Virtual, 1 In-Person

Public Comment: No public comment

New Business

a) Present FY 2025-2026 Budget Approved by Budget Committee on April 30th, 2025: Board chairman Rodney Dieckhoff presented the budget as approved by the Budget Committee on April 30th, 2025. There were no questions or comments from any committee/board members.

Adjourn Meeting: Board chairman Rodney Dieckhoff adjourned the budget hearing meeting at 5:29 p.m. on May 21, 2025.

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

Type	Date	Source Name	Memo	Amount
Income				
Property Taxes				
Deposit	05/02/2025		Deschutes County Treasurer - Deschutes County Tur...	2,137.37
Total Property Taxes				2,137.37
Interest Income				
Deposit	05/01/2025		Accrual Income Div Reinvestment Distributions	1,537.67
Total Interest Income				1,537.67
Total Income				3,675.04
Gross Profit				3,675.04
Expense				
Reconciliation Discrepancies				
General ...	05/31/2025		Balance Adjustment	(67.67)
Total Reconciliation Discrepancies				(67.67)
Personnel Services				
Salaried Employees				
Paycheck	05/05/2025	Myles S Bowlin		2,703.51
Paycheck	05/05/2025	Sierra L Dieckhoff		2,591.33
Paycheck	05/20/2025	Myles S Bowlin		2,703.51
Paycheck	05/20/2025	Sierra L Dieckhoff		2,591.33
Total Salaried Employees				10,589.68
Part Time Employees				
Paycheck	05/05/2025	Cody J Larimer		609.00
Paycheck	05/05/2025	Cody J Larimer		1,071.00
Paycheck	05/05/2025	Ryan P Halvorsen		738.11
Paycheck	05/05/2025	Ryan P Halvorsen		1,357.17
Paycheck	05/20/2025	Cody J Larimer		630.00
Paycheck	05/20/2025	Cody J Larimer		1,218.00
Paycheck	05/20/2025	Ryan P Halvorsen		809.54
Paycheck	05/20/2025	Ryan P Halvorsen		1,285.74
Total Part Time Employees				7,718.56
Personnel Overhead Cost				
Payroll Expenses				
Paycheck	05/05/2025	Cody J Larimer		1.76
Paycheck	05/05/2025	Cody J Larimer		0.00
Paycheck	05/05/2025	Cody J Larimer		104.16
Paycheck	05/05/2025	Cody J Larimer		24.36
Paycheck	05/05/2025	Cody J Larimer		42.00
Paycheck	05/05/2025	Myles S Bowlin		1.76
Paycheck	05/05/2025	Myles S Bowlin		167.62
Paycheck	05/05/2025	Myles S Bowlin		39.20
Paycheck	05/05/2025	Myles S Bowlin		67.59
Paycheck	05/05/2025	Ryan P Halvorsen		1.94
Paycheck	05/05/2025	Ryan P Halvorsen		129.91
Paycheck	05/05/2025	Ryan P Halvorsen		30.38
Paycheck	05/05/2025	Ryan P Halvorsen		52.38
Paycheck	05/05/2025	Sierra L Dieckhoff		1.76
Paycheck	05/05/2025	Sierra L Dieckhoff		0.00
Paycheck	05/05/2025	Sierra L Dieckhoff		160.66
Paycheck	05/05/2025	Sierra L Dieckhoff		37.58
Paycheck	05/05/2025	Sierra L Dieckhoff		64.78
Bill	05/16/2025	QuickBooks Payroll S...	Annual Quickbooks Subscription 2025	1,720.00
Paycheck	05/20/2025	Cody J Larimer		1.94
Paycheck	05/20/2025	Cody J Larimer		0.00
Paycheck	05/20/2025	Cody J Larimer		114.58
Paycheck	05/20/2025	Cody J Larimer		26.80
Paycheck	05/20/2025	Cody J Larimer		46.20
Paycheck	05/20/2025	Myles S Bowlin		1.76

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

Type	Date	Source Name	Memo	Amount
Paycheck	05/20/2025	Myles S Bowlin		167.62
Paycheck	05/20/2025	Myles S Bowlin		39.20
Paycheck	05/20/2025	Myles S Bowlin		67.59
Paycheck	05/20/2025	Ryan P Halvorsen		1.94
Paycheck	05/20/2025	Ryan P Halvorsen		129.90
Paycheck	05/20/2025	Ryan P Halvorsen		30.38
Paycheck	05/20/2025	Ryan P Halvorsen		52.38
Paycheck	05/20/2025	Sierra L Dieckhoff		1.76
Paycheck	05/20/2025	Sierra L Dieckhoff		0.00
Paycheck	05/20/2025	Sierra L Dieckhoff		160.66
Paycheck	05/20/2025	Sierra L Dieckhoff		37.57
Paycheck	05/20/2025	Sierra L Dieckhoff		64.78
	Total Payroll Expenses			3,592.90
	Personnel Overhead Cost - Other			
Bill	05/02/2025	Special Districts Insur...	Feb, Mar, Apr, May, June 2025 Health Insurance Sta...	17,552.00
Bill	05/02/2025	VSP	VSP Vision Insurance May 2025	117.82
	Total Personnel Overhead Cost - Other			17,669.82
	Total Personnel Overhead Cost			21,262.72
	Total Personnel Services			39,570.96
	Material Services & Supplies			
	Supplies, Equipment, Repairs			
Check	05/19/2025	Cody J Larimer	Insoles and Sneaker Balls for Work Boots - Reimbur...	31.97
Bill	05/19/2025	Adventure Motorsport...	Boat Motor Service - Cleaning, Oil Change(oil and f...	302.59
Bill	05/30/2025	mastercard	Bi Mart	66.98
	Total Supplies, Equipment, Repairs			401.54
	Office Expense			
	Supplies			
Bill	05/30/2025	mastercard	Adobe	19.99
Bill	05/30/2025	mastercard	Zoom	15.99
Bill	05/30/2025	mastercard	Amazon: Water buckets	67.96
Bill	05/30/2025	mastercard	Staples: Ink, Conference Speaker	191.98
Check	05/30/2025	Costco	Duracell Batteries	35.98
	Total Supplies			331.90
	Bank Service Charges			
Check	05/14/2025		Service Charge	12.60
	Total Bank Service Charges			12.60
	Utilities			
Bill	05/02/2025	Midstate Electric	Midstate Electric May 2025	269.37
	Total Utilities			269.37
	Telephone			
Bill	05/07/2025	Verizon	Verizon Cell Phone Payment May 2025	53.19
	Total Telephone			53.19
	Total Office Expense			667.06
	Transportation			
	Miscellaneous			
Bill	05/30/2025	mastercard	Surf Thru Car Wash	20.00
Bill	05/30/2025	mastercard	Walmart: Windshield Washer Fluid, Windshield Sun...	138.66
Bill	05/30/2025	mastercard	Surf Thru Car Wash	20.00
	Total Miscellaneous			178.66

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

Type	Date	Source Name	Memo	Amount
Fuel				
Bill	05/13/2025	CECO, INC.	Fuel Non-Ethanol Reg 458.9 gal	1,851.82
Total Fuel				1,851.82
Parts & Repairs				
Bill	05/30/2025	mastercard	Bi Mart: Oil Change Supplies Fog Trucks	68.54
Total Parts & Repairs				68.54
Total Transportation				2,099.02
Insurance & Bonds				
Bill	05/14/2025	Edgewood Partners In...	General Liability Insurance Statement 2025	5,917.83
Total Insurance & Bonds				5,917.83
Material Services & Supplies - Other				
Bill	05/21/2025	Republic Services	Dumpster Rental May 2025	34.76
Total Material Services & Supplies - Other				34.76
Total Material Services & Supplies				9,120.21
Total Expense				48,623.50
Net Income				**(44,948.46)**

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

Type	Date	Source Name	Memo	Amount
Income				
Property Taxes				
Deposit	06/03/2025		Deschutes County Treasurer - Deschutes County Tur...	10,071.76
General Jou...	06/18/2025			(220.32)
Total Property Taxes				9,851.44
Interest Income				
Deposit	06/02/2025		Accrual Income Div Reinvestment - Distributions	1,403.38
Total Interest Income				1,403.38
Total Income				11,254.82
Gross Profit				11,254.82
Expense				
Depreciation Expense				
General Jou...	06/18/2025			13,215.00
Total Depreciation Expense				13,215.00
Personnel Services				
Salaried Employees				
Paycheck	06/05/2025	Myles S Bowlin		2,703.51
Paycheck	06/05/2025	Sierra L Dieckhoff		2,591.33
Paycheck	06/20/2025	Myles S Bowlin		2,703.51
Paycheck	06/20/2025	Sierra L Dieckhoff		2,591.33
Total Salaried Employees				10,589.68
Part Time Employees				
Paycheck	06/05/2025	Cody J Larimer		1,044.75
Paycheck	06/05/2025	Cody J Larimer		273.00
Paycheck	06/05/2025	Cody J Larimer		278.25
Paycheck	06/05/2025	Cody J Larimer		0.00
Paycheck	06/05/2025	Pete A Garza		500.00
Paycheck	06/05/2025	Pete A Garza		625.00
Paycheck	06/05/2025	Pete A Garza		112.50
Paycheck	06/05/2025	Ryan P Halvorsen		547.63
Paycheck	06/05/2025	Ryan P Halvorsen		1,166.69
Paycheck	06/20/2025	Chance P Garza		315.00
Paycheck	06/20/2025	Chance P Garza		378.00
Paycheck	06/20/2025	Cody J Larimer		834.75
Paycheck	06/20/2025	Cody J Larimer		435.75
Paycheck	06/20/2025	Pete A Garza		412.50
Paycheck	06/20/2025	Pete A Garza		437.50
Paycheck	06/20/2025	Pete A Garza		87.50
Paycheck	06/20/2025	Ryan P Halvorsen		1,904.80
Total Part Time Employees				9,353.62
Personnel Overhead Cost				
Payroll Expenses				
Paycheck	06/05/2025	Cody J Larimer		1.67
Paycheck	06/05/2025	Cody J Larimer		0.00
Paycheck	06/05/2025	Cody J Larimer		98.95
Paycheck	06/05/2025	Cody J Larimer		23.14
Paycheck	06/05/2025	Cody J Larimer		39.90
Paycheck	06/05/2025	Myles S Bowlin		1.76
Paycheck	06/05/2025	Myles S Bowlin		167.61
Paycheck	06/05/2025	Myles S Bowlin		39.20
Paycheck	06/05/2025	Myles S Bowlin		67.59
Paycheck	06/05/2025	Pete A Garza		0.69
Paycheck	06/05/2025	Pete A Garza		76.73
Paycheck	06/05/2025	Pete A Garza		17.94
Paycheck	06/05/2025	Pete A Garza		30.94
Paycheck	06/05/2025	Ryan P Halvorsen		1.58
Paycheck	06/05/2025	Ryan P Halvorsen		106.29

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

Type	Date	Source Name	Memo	Amount
Paycheck	06/05/2025	Ryan P Halvorsen		24.86
Paycheck	06/05/2025	Ryan P Halvorsen		42.86
Paycheck	06/05/2025	Sierra L Dieckhoff		1.76
Paycheck	06/05/2025	Sierra L Dieckhoff		0.00
Paycheck	06/05/2025	Sierra L Dieckhoff		160.67
Paycheck	06/05/2025	Sierra L Dieckhoff		37.58
Paycheck	06/05/2025	Sierra L Dieckhoff		64.79
Bill	06/16/2025	QuickBooks Payroll S...	Intuit Monthly Service Charge June 2025	28.00
Paycheck	06/20/2025	Chance P Garza		0.73
Paycheck	06/20/2025	Chance P Garza		5.54
Paycheck	06/20/2025	Chance P Garza		0.00
Paycheck	06/20/2025	Chance P Garza		42.97
Paycheck	06/20/2025	Chance P Garza		10.05
Paycheck	06/20/2025	Chance P Garza		17.33
Paycheck	06/20/2025	Cody J Larimer		1.33
Paycheck	06/20/2025	Cody J Larimer		0.00
Paycheck	06/20/2025	Cody J Larimer		78.77
Paycheck	06/20/2025	Cody J Larimer		18.42
Paycheck	06/20/2025	Cody J Larimer		31.76
Paycheck	06/20/2025	Myles S Bowlin		1.76
Paycheck	06/20/2025	Myles S Bowlin		167.62
Paycheck	06/20/2025	Myles S Bowlin		39.20
Paycheck	06/20/2025	Myles S Bowlin		67.58
Paycheck	06/20/2025	Pete A Garza		0.53
Paycheck	06/20/2025	Pete A Garza		58.12
Paycheck	06/20/2025	Pete A Garza		13.60
Paycheck	06/20/2025	Pete A Garza		23.44
Paycheck	06/20/2025	Ryan P Halvorsen		0.00
Paycheck	06/20/2025	Ryan P Halvorsen		1.76
Paycheck	06/20/2025	Ryan P Halvorsen		118.10
Paycheck	06/20/2025	Ryan P Halvorsen		27.62
Paycheck	06/20/2025	Ryan P Halvorsen		47.62
Paycheck	06/20/2025	Sierra L Dieckhoff		1.76
Paycheck	06/20/2025	Sierra L Dieckhoff		0.00
Paycheck	06/20/2025	Sierra L Dieckhoff		160.66
Paycheck	06/20/2025	Sierra L Dieckhoff		37.57
Paycheck	06/20/2025	Sierra L Dieckhoff		64.78
Total Payroll Expenses				2,073.13
Personnel Overhead Cost - Other				
Bill	06/02/2025	VSP	VSP Vision Insurance June 2025	117.82
Total Personnel Overhead Cost - Other				117.82
Total Personnel Overhead Cost				2,190.95
Total Personnel Services				22,134.25
Material Services & Supplies				
Aerial Application				
Bill	06/18/2025	Edgefield Aviation LLC	Aerial Vector Application LZ1/LZ2 $31x1,083 Acre...	33,764.37
Total Aerial Application				33,764.37
Office Expense				
Supplies				
Check	06/09/2025	Vistaprint	Mailers for Aerial Application	631.92
Total Supplies				631.92
Bank Service Charges				
Check	06/02/2025		LGIP Fees - ACH Redemption (2 @ $0.05 - From 5...	0.10
Check	06/13/2025		Service Charge	13.72
Total Bank Service Charges				13.82

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

Type	Date	Source Name	Memo	Amount
Utilities				
Bill	06/06/2025	Midstate Electric	Midstate Electric June 2025	222.37
Total Utilities				222.37
Telephone				
Bill	06/02/2025	TDS	TDS Phone/Internet June 2025	168.34
Bill	06/09/2025	Verizon	Verizon Cell Phone Payment June 2025	53.19
Bill	06/30/2025	TDS	TDS Phone/Internet June 2025	168.34
Total Telephone				389.87
Total Office Expense				1,257.98
Pesticides & Source Reduction				
Bill	06/18/2025	ADAPCO, Inc.	Vectobac G 9,600 lbs, 240 - 40lb bags	24,000.00
Bill	06/18/2025	ADAPCO, Inc.	Permasease 4-4 275 gal, 55-5gal jugs	8,662.50
Total Pesticides & Source Reduction				32,662.50
Insurance & Bonds				
Bill	06/02/2025	Special Districts Insur...	Property/Casualty Insurance 2025	12,519.00
Total Insurance & Bonds				12,519.00
Ads, Dues, Licence				
Bill	06/18/2025	eo media group	Public Meeting Notices - Budget Meeting/Hearing	1,828.75
Total Ads, Dues, Licence				1,828.75
Material Services & Supplies - Other				
Bill	06/18/2025	ADAPCO, Inc.	Freight Charge	400.00
Bill	06/23/2025	Republic Services	Dumpster Rental June 2025	34.76
Total Material Services & Supplies - Other				434.76
Total Material Services & Supplies				82,467.36
Total Expense				117,816.61
Net Income				**(106,561.79)**

Four Rivers Vector Control District
YTD Budget Comparison
July 2024 through June 2025

	Jul '24 - Jun 25	Budget	$ Over Budget	% of Budget
Income				
Property Taxes	389,814	347,484	42,330	112%
Sunriver Homeowners	40,021	75,765	-35,744	53%
WNV Grant	0	6,000	-6,000	0%
Interest Income	13,472	5,000	8,472	269%
Total Income	443,338	434,249	9,089	102%
Gross Profit	443,338	434,249	9,089	102%
Expense				
Personnel Services				
Salaried Employees	126,647	131,000	-4,353	97%
Part Time Employees	55,683	115,000	-59,317	48%
Personnel Overhead Cost				
Payroll Expenses	23,227	0	23,227	100%
Personnel Overhead Cost - Other	55,154	130,000	-74,846	42%
Total Personnel Overhead Cost	78,381	130,000	-51,619	60%
Personnel Services - Other	0	0	0	0%
Total Personnel Services	260,711	376,000	-115,289	69%
Material Services & Supplies				
Deschutes County Solid	0	0	0	0%
Aerial Application	33,764	40,000	-6,236	84%
Supplies, Equipment, Repairs	4,397	10,000	-5,603	44%
Office Expense	13,299	15,000	-1,701	89%
Pesticides & Source Reduction	41,449	40,000	1,449	104%
Transportation	10,311	30,000	-19,689	34%
Training	174	12,249	-12,075	1%
Professional Services	5,150	20,000	-14,850	26%
Insurance & Bonds	18,537	20,000	-1,463	93%
Ads, Dues, Licence	1,979	10,000	-8,021	20%
Interest & Finance Charges	0	1,000	-1,000	0%
Rent & Leasing	86	1,000	-914	9%
WNV surveillance	0	5,000	-5,000	0%
Material Services & Supplies - Ot...	1,061	0	1,061	100%
Total Material Services & Supplies	130,207	204,249	-74,042	64%
General Operating Contingency	0	18,000	-18,000	0%
Total Expense	404,065	598,249	-194,184	68%
Net Income	**39,273**	**-164,000**	**203,273**	**-24%**

HR Answers
Whatever the Question

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Suite 130
Tigard, Oregon 97223

June 16, 2025

Sierra Dieckhoff, Office Manager
Lawrie Dieckhoff, Board Member
Four Rivers Vector Control District
56478 Solar Drive
Bend, OR 97707

Dear Sierra and Lawrie,

Thank you again for the opportunity to meet with you both on Thursday, June 12, 2025. It was a pleasure learning about the district's compensation goals and workforce priorities. I appreciated the candid discussion regarding the district's current position and your vision for a more structured and equitable compensation framework.

In response to our conversation, we have prepared the attached Scope of Work for your review and consideration. This proposal outlines a comprehensive approach to conducting a compensation study that is customized to meet the district's specific operational needs, organizational structure, and compliance requirements. This initiative represents an important step toward implementing consistent compensation practices and market-based methodologies that align with Oregon Pay Equity Law. The results of this study will support informed decision-making and help ensure fairness, transparency, and competitiveness in the district's compensation practices.

As you consider HR Answers for this project, we encourage you to take into account our strong track record of delivering effective HR solutions to public, private, nonprofit, and association clients across multiple states. With compensation projects comprising approximately 60% of our total projects, we have developed a consistent, methodical, and replicable approach that ensures compliance with Oregon Pay Equity Law while integrating the best practices in compensation management.

Kindly review the enclosed proposal. Should any adjustments to the scope of work be necessary, just let me know and I would be more than happy to collaborate with you to refine the approach to ensure a successful outcome. Again, HR Answers appreciates the potential opportunity to support the district in this important project and look forward to the possibility of working together. Please feel free to reach out with any questions regarding the proposal.

Sincerely,

Rebecca Vales

Rebecca Vales
Senior Consultant

APPROACH AND METHODOLOGY

Step 1 – Project Meeting and Documentation Request

Our process begins with a meeting to discuss the project in greater detail and to ensure all aspects are defined and deliverables clearly identified. We will also discuss and request the needed documentation and data needed in support of the study. would include, but not limited to the following:

- Job Descriptions
- Employee Handbook
- Current Compensation Policies, if not included in Employee Handbook
- Current Salary Rates or Tables
- Employee salary data (base rate)

Step 2 – Job Descriptions and Comparable Characteristics

HR Answers will work with you to review and update all job documentations to ensure the jobs accurately reflect the duties and responsibilities of each position and the comparable characteristic factors of Oregon Pay Equity are present in each job description. The Oregon Pay Equity, comparable characteristic factors, are Knowledge, Skill, Responsibility, Effort and Working Conditions. As needed, we will work with the district to make additions or edits to comply with all parts of the regulations. A job profile analysis of each job description against the comparable characteristics is used to determine which jobs are to be paid the same and which can be paid differently, based on the exemption factors. The results of this analysis will later inform effective and consistent application of salary data.

Step 3 – Study Elements and Market Data Collection

HR Answers will work with you to identify comparable sources of compensation data. We regularly conduct direct market surveys for the collection of salary data to determine the competitiveness of the comparable labor markets. Typical factors used in this recommendation include population size, geographic location, number of positions, similar budget or revenue, who the district loses employees to and where the district gains employees from, etc.

HR Answers will explore with the district if any industry association salary data is available and appropriate for inclusion.

HR Answers also maintains a robust library of purchased salary surveys from published sources. We would recommend the use of data provided by the Economic Research Institute and CompAnalyst (a salary.com product). These surveys are well known with decades of experience and credible methodologies. This published market data allows us to research salary data specific to an industry/sector, a geographic location, and forecast to the desired date of implementation.

Initial roles identified include:

a) Operations Manager
b) Office Manager
c) Seasonal Field Workers

HR Answers may also include salary data from our robust library of published salary survey sources. We would recommend the use of data provided by the Economic Research Institute, and CompAnalyst (a salary.com product). These surveys are well known for decades of experience and credible methodologies. These published market data sources allow us to research salary data specific to industry/sector, geographic location, and forecast to the desired date of implementation.

Once the salary sources have been identified, we will work with you to identify compensation data elements to be studied. Elements typically included are the base salary (min, mid, max, and average base pay), cost of living increases, etc. We then will develop an electronic survey (typically SurveyMonkey tool), work with you to invite

participants, manage the data collection process and analyze the information submitted. This includes confirmation that the positions submitted by each source are comparable to the model job description identified for each role, by at least 70%.

Upon completion of the survey option(s) chosen we will produce individual spreadsheets for each classification title detailing the information gained by source and summarized. At this point, we will also be able to compare the data against the current compensation pay grades.

Step 4 – Salary Analysis

HR Answers will analyze the collected data to provide a detailed spreadsheet by position, district, minimum, maximum and a calculated average median salary offered across the state for each of the identified roles. We will make recommendations, based on compensation best practices, that will further advance the best compensation practices and comply with Oregon Pay Equity Law. Below is a sample of the analysis.

Step 5: Budget Impact Analysis

In collaboration with district, HR Answers will provide estimated models of the budgetary impacts for proposed changes to the current compensation enumeration. We will provide assumptions used for each model which may include, but not limited to, a) least cost implementation, b) full implementation with phased approach over one or more budgetary cycles; or c) different implementation methods of market competitiveness. In order to produce salary option models, current employee salary data is required for the comparative analysis and to provide an accurate project budget for each option. We will review all proposed models and assumptions with you to finalize recommendations and approach. We will work with you to balance the desired compensation philosophy outcomes with reality of budget cost to implement and over what period of time.

Step 6 – Initial Study Results

HR Answers creates an initial report outlining the tasks completed, the methods used, and summaries of comparisons. It will also include observations and recommendations for you to review. The first draft of the report will focus on recommendations on a compensation structure and implementation options.

Step 7 - Compensation Policy Review

Once the district has made its final determination on approach and implementation based on budget allowance and compensation goals, HR Answers will review the existing compensation policies for comparison and recommend modifications to align with the approvals reached. Drafts will be provided to the district for review and concurrence. HR Answers will adapt the feedback and edits to the draft policies for an additional review and to ensure the words on the page have the intended outcome when practiced.

Step 8 – Final Summary Report

The final step in the project is to provide a final summary report and presentation to you, other leadership or board members, or others as identified by the organization. The final summary is a wrap up of the initial summary provided earlier in the project and is used to share an understanding of the project steps, rational for any recommendations and to answer any questions that arise.

PROPOSED TIMELINE & BUDGET

HR Answers is fully versed on salary survey work, and we have found this type of project typically elapses over two months, depending on review needs, responsiveness, and other scheduled priorities of the client.

If needed, HR Answers would welcome and encourage further discussion on the matter as we have flexibility to accommodate the timeline and changes in the way work is done to reduce the budget. The cost of our service is based on an estimate of the time required to carry out all the steps necessary for the required work. The hourly rates shown below are discounted by 10% from our regular rates ($250) in consideration of organization being a member of SDAO.

We respectfully submit the proposed schedule and budget:

Step	Activity	Proposed Timeline	Hours	Rate/Hr.	Cost
Step 1 Project Planning & Documentation Request	• Project Planning Meeting (up to 2 hour)	Week 1	2	$225.00	$450.00
Step 2 Job Descriptions and Comparable Characteristics	• Development of Job Description template (1 hour) • Review of existing job descriptions, meetings to understand duties, and recommended updates for 3 job descriptions (2 hours each) • Comparable Characteristics analysis – 3 job descriptions (15 minutes each) • Meeting to review and finalize (up to 1 hour)	Week 2	8.75	$225.00	$1,968.75
Step 3 Market Study Elements & Data Collection	• Meeting (up to 1 hr.) • Written list salary data elements and sources– draft & approvals (1 hr.) • Draft email for client use introducing and inviting participation (1 hour) • Development of survey (1 hour) • Collect information and document data - up to 2 hours per position for each comparator identified (up to 5 comparators for 3 unique positions)	Week 2-4	10	$225.00	$2,250.00
Step 4 Salay Analysis	• Comparative analysis of current salary (3 hrs.)	Week 5	5	$225.00	$1,125.00

	• Meeting to review options (up to 2 hrs.)				
Step 5 Budget Impacts Analysis	• Comparative analysis of current compensation to model options (3 hrs.) • Meeting to review options (up to 2 hrs.)	Week 6	5	$225.00	$1,125.00
Step 6 Initial Study Results	• Initial report development (3 hours) • Meeting to review (up to 2 hours)	Week 6-7	5	$225.00	$1,125.00
Step 7 Compensation Policy Review	• Review of existing compensation policies (30 minutes) • Recommendations for policy revisions or the creation of new ones. (2 hour) • Incorporated edits as needed (1 hour) • Finalize policies (1 hour)	Weel 7	4.5	$225.00	$1,012.50
Phase 8 Final Summary Report	• Final report and documentation (2 hrs.) • Meeting/presentations (1 hour)	Week 8	3	$225.00	$675.00
				Estimated Subtotal*	$9,731.25
Other Anticipated Expenses	• Status meetings (based on client request)	Throughout project		$225.00	
	• Administrative Assistance	As needed		$100.00	

In closing, we appreciate the opportunity to support the district in this important project and look forward to the possibility of working together. Please feel free to reach out with any questions regarding the proposal. If the proposal, as presented, is agreeable, please confirm with your signature below and return it at your convenience. The work will commence upon receipt of the mutually signed scope of work agreement. Below is an outline of the fact-finding process steps to complete this engagement.

Rebecca Vales 6.16.25

_____

Signature Date

_____

Printed Name of Authorized Representative
Four Rivers Vector Control District

Signature Date

Rebecca Vales, Senior Consultant
HR Answers, Inc