



## Crook County

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December 16, 2025

Board of Trustees  
Crook County Vector Control District  
1197 SE Fairgrounds Road  
Prineville, OR 97754

Re: ORS 452.120 – Materials due February 1 and February joint meeting

Dear Chair Fahlgren and Trustees,

We appreciate the District's work and want to stay aligned heading into the new season. Under ORS 452.120, the Board needs a brief set of materials and a joint meeting each year.

By February 1, 2026, please email:

- Proposed annual work program for the upcoming year, including (a) the estimated funds needed and (b) a short description of the work and methods you plan to use (ORS 452.120(3)).
- Annual report for the past fiscal year, covering money expended, methods employed, and work accomplished (ORS 452.120(5)).
- Any items where you'd like Board input during the joint meeting.

Joint meeting in February:

- ORS 452.120(1) calls for at least one annual meeting to review District activities. Please choose one of the Board's regular February meeting dates for a joint session: February 4, 2026, or February 18, 2026.
- After we receive your materials, we'll consult with the local public health administrator/designee and place approval of the work program on the chosen agenda, per ORS 452.120(4).
- If you're aware of any complaints that may need to be heard (ORS 452.120(2)), let us know so we can notice them appropriately.

Logistics:

- Send materials to me ([will.vanvactor@crookcountyor.gov](mailto:will.vanvactor@crookcountyor.gov)) with a copy to Breyanna Cupp ([breyanna.cupp@crookcountyor.gov](mailto:breyanna.cupp@crookcountyor.gov)).
- We'll post your submittals with the agenda to support public transparency and coordination with community partners.

Thanks in advance for the collaboration. We look forward to the February conversation and to supporting your 2026 work program.

Sincerely,



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Will Van Vactor  
County Manager

CC: Board of County Commissioners  
Katie Plumb, Health and Human Services Director  
Eric Blaine, County Counsel