



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on April 16, 2026

This meeting was held in the North Sisters Conference Room, 13885 Bishops Cap, Black Butte Ranch, OR 97759. The meeting was audio recorded and can be accessed by request through the Black Butte Ranch Police Department.

Members Present: Chair Susan Waddell, Jay Hamachek, Caryl Gibson, Craig Miller, Rosemary Norton, David Bresinski, Jeff Swan

Others Present: Chief of Police Todd Rich, Lt. Andrew Roberts, Administrative Manager Bryan Harrison

I. CALL TO ORDER:

Chair Waddell called the meeting to order at 9:02 a.m.

II. APPROVAL OF MEETING MINUTES

A. March Minutes

Motion	Vote
<i>Mr. Bresinski: Moves to approve March 19, 2026 meeting minutes.</i>	(c)Waddell Aye
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
<i>Mr. Swan: Second</i>	Brezinski Aye
	Motion Carried 7:0

III. PUBLIC COMMENT

Chair Waddell noted that no members of the public were present in person or attending via Zoom to offer public comment.

Motion

IV. FINANCIAL REPORT

A. Financial Status Report

Mr. Harrison updated the board on the March financials.

- Prior-month property tax revenue figure corrected from \$1,444K to \$1,464K.
- Correction reflects a separate prior-year tax revenue line item.
- Total income tracking at 99.4% of annual budget.
- LGIP interest income at 63% of budget; projected to reach \$90K–\$93K by year end.
- Citation revenue at roughly 200% of budget (\$8,500 budgeted; ~\$17,000 received).
- PERS reporting still being corrected; fix expected within the week.
- Chief/Lieutenant/patrol salary line running near budget, about 73–75%.
- Officer medical leave may be affecting the salary line; Mr. Harrison to follow up.



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on April 16, 2026

- Washington Federal account still negative pending correction of erroneous transactions.
- PERS 457(b) account transfer still in process; an NSF fee was incurred in error.

Motion	Vote
Mrs. Norton: Moves to approve March 2026 financials	(c)Waddell Aye
Mrs. Gibson: Second	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

B. Audit Update

- Auditor emailed April 6 asking about the state extension status.
- Neither Chair Waddell nor Mr. Harrison had heard from the auditor since.

C. FY 2026-27 Budget

The Chief and Mr. Harrison presented the final draft FY 2026-27 budget for board approval.

- Board reviewed income, expense, and equipment/reserve line items.
- Workers' comp line lowered due to the expected run-off of a prior-year claim.
- Established a vehicle reserve fund and equipment reserve fund for aging gear.
- Several spending lines trimmed and reallocated to reflect actual usage.
- Board recommended a written budget message preceding the document.
- The approved budget proceeds to the County for final approval by the Governing Board on May 12.

V. COMMITTEE REPORTS

A. Officer Hiring Committee

- Two applicants currently in the hiring process.
- Committee: Mr. Harrison, Lt. Roberts, Craig Miller, Mrs. Norton
- Committee to schedule interviews without further delay.

VI. CHAIR REPORT

No Report

VII. CHIEF'S REPORT

A. Personnel

- Department remains down two officers.



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Managing Board Meeting Minutes
Meeting on April 16, 2026

- Mr. Harrison will be out for surgery beginning May 2, for several weeks.

B. Activity Reports

- Stats are available on blackbuttepolice.gov.

C. New Equipment

- 6 of 8 mobile radios are at end of service life.
 - Manufacturer no longer supports parts or upgrades for these units.
 - Replacement units run approximately \$6,000 each.
- Chief raised the idea of a dedicated equipment reserve account.

D. Training Schedule

- Officer Fetherolf attended the state DUI conference.
- Officer Lontrato is completing online Field Training Officer coursework.
- Department-wide first aid training scheduled for the last Wednesday of the month.
- New quarterly legal-update training is being arranged with the DA's office.

E. Chief's Old Business

- Lease Agreement: approved by the BBR Corp; rate increased 7% per contract and budget.
 - Addendum clarifies landlord/tenant responsibilities and building-access notice.
 - Lease proceeds next to the County Board of Commissioners, expected early May.
 - Signature page date needs correction to reflect the current year.

F. Chief's New Business

- House Bill 4148 changes transient lodging tax distribution starting January 2027.
 - Split moves from 70/30 to 50/50, tourism versus city/county services.
 - Black Butte Ranch generated about \$784K in lodging tax, July 2025–February 2026.
 - Chief Rich is pursuing a share of that revenue for the Department.
 - Initial county contact suggested resistance to redirecting funds.
 - Board directed Chief Rich to raise this at the county commissioners' luncheon.
- New Department mission statement and motto presented:
 - “Preserve Safety, Security, and Tranquility.”
 - Developed with staff input; well received by the board.
 - To be added to the policy manual and department website.

VIII. ADMINISTRATIVE MANAGER REPORT

A. Board Member Resource Website

- Update still pending; more information expected next meeting.

B. Board Training

- SDAO requirement clarified: a 31-minute public meetings law video.
 - Required once per term; annually for Position 1.
 - Mrs. Waddell, Mr. Hamachek, Mr. Miller, and Mr. Harrison already satisfied it via a full-day session.



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Managing Board Meeting Minutes
Meeting on April 16, 2026

C. Service Level Agreement – Deschutes County 911

- Annual IT services agreement, approximately \$3,800 per year.
- Informational item; no board action required.
- Reviewed annually; device list to be updated to reflect current equipment.

IX. EXECUTIVE SESSION

A. Executive Session under ORS 192.660(2)(f)

To consider information or records that are exempt by law from public inspection.

Began **10:57 a.m.**

Motion	Vote
<i>Mr. Swan: Moves that the board enter Executive Session under ORS 192.660(2)(f).</i>	(c)Waddell Aye
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
<i>Mrs. Gibson: Second</i>	
	Motion Carried 7:0

Ended **11:43 a.m.**

X. OLD BUSINESS

None

XI. NEW BUSINESS

A. Spending Approvals

None

B. Board Leadership Succession

- Mr. Swan's second term and current Board Seat #2 end June 30, 2026.
- Board Seat #2 also serves as the District's liaison seat on the BBR Governing Board.
- Board discussed realigning seats effective July 1, 2026.
- Mr. Miller to move from Seat #6 to Seat #2 (Mr. Swan's seat).
- Chair Waddell to move from Seat #1 to Seat #6 (Mr. Miller's seat).
- Chair Waddell to remain Board Chair under the realignment.
- Board will vote on the Chair position at the May meeting.
- Board recommended Allan Dulwick and Bob Gulick to BBR HOA Chair Bob Chamness.



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Managing Board Meeting Minutes
Meeting on April 16, 2026

- BBR HOA Board Chair makes the final appointment to the open board seat.

Motion	Vote
<i>Mrs. Norton:</i> Moves that, effective July 1, 2026, Mr. Miller assume Board Seat #2 (previously held by Mr. Swan) and Chair Waddell assume Board Seat #6 (previously held by Mr. Miller).	(c)Waddell Aye
<i>Mr. Bresinski:</i> Second	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

XII. CALENDAR

A. Service Level Agreement – Deschutes County 911

- Reviewed as an informational item; no board action required.

B. Employee Handbook

- Chief Rich presented state-mandated updates received from an HR Answers review.
- Redundant or conflicting language removed.

Motion	Vote
<i>Mr. Swan:</i> Moves to approve the revised Employee Handbook as presented.	(c)Waddell Aye
<i>Mrs. Norton:</i> Second	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

C. Board of Directors Policies and Procedures Document (Second Reading)

- Mr. Harrison is incorporating an updated SDAO template received last week.
- Item postponed to the May meeting.

D. Review Calendar

The most recent calendar is available on the board resource website.

Motion	Vote
<i>Mrs. Norton:</i> Moves to adjourn.	(c)Waddell Aye
<i>Mr. Miller:</i> Second	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 7:0

NEXT MEETING DATE – Thursday, May 21, 2026, at 9:00 a.m.



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ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:52 a.m.

DATED this _____ Day of _____ 2026 for the Managing Board of Directors of the Black Butte Ranch Police District

Susan Waddell, Chairperson

Jay Hammachek, Vice Chairperson

ATTEST: _____

Bryan Harrison, Recording Secretary