



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on January 15, 2025

This meeting was held in the North Sisters Conference Room, 13895 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

CALL TO ORDER: Chair Waddell called the meeting to order at 9:00 a.m.

November Meeting: A quorum of members was not established at the November board meeting. As a result, regular business, including deliberation and voting was not conducted. During the scheduled time, the available members and two members of the public were present and listened to general updates from the Vice Chair, Chief of Police and Administrative Manager. No meeting is scheduled for December.

I. Approval Meeting Minutes

A. October Minutes

<p>Motion Mrs. Gibson: Moves to approve October 16, 2025 meeting minutes. Mr. Miller: Second</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Swan np Norton Aye Bresinski Aye</p> <p style="text-align: right;">Motion Carried 6:0</p>
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II. Public Comment

No public comments



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III. Financial Report

A.M. Harrison updated the board on the October-December financials.

Chair Waddell asked if there were any concerns about FYTD spending being around \$325K with FYTD income being only \$48K. Mr. Harrison responded that there is very little income from Jul-Oct with the bulk coming in November. The “Unappropriated Ending Fund Balance” budget line funds the district during this period of minimal income.

Mr. Bresinski asked, how much does our ability to forecast tax revenue impact on how we budget for and spend in the following year. Mr. Harrison responded that we are provided with assessed values by the county and we calculate expected tax revenue from that. To reduce the risk of overspend, we create a relatively conservative budget which should provide us with opportunities for more income than the budget plans for.

Chair Waddell asked about the planned December true-up. Mr. Harrison responded that that is dependent on the audit, so it will be handled soon after that is completed.

- **Income:** As expected, the bulk property tax revenue was received in November raising the FYTD revenue from 3.2% in October to 92.4% in November and 93.8% by year end. Mr. Harrison stated that he expects the rest of the tax revenue to come in line with budget by the end of the year with significant bumps in March and June when second and third installments are made.
- **Credit Card Spending:** This report shows all the credit card spending which is mostly non-recurring spending. A major item was the purchase of a Microsoft Surface tablet and vehicle mounting equipment. This is a trial of a replacement for the Panasonic Toughbook MDTs which are planned to be replaced as new vehicles are purchased. The expectation is a more mobile device for half the cost. Other than that, spending was in line with expectations for general business. November and December spending also fell in line with BAU expectations with a focus on required training classes for both the Chief and Lieutenant.
- **Non-CC Spending:** This report shows all the non-CC spending which is mostly recurring spending but will contain some outliers. Spending was inline will expectations but included the upfitting of 825 with police lights and accessories in November and regular vehicle maintenance in December and absence of payment to TDS who changed billing systems November. Charges for Nov-Jan will be seen in the January report.
- **Income and Expense vs Budget:**
 - Recurring Notes:
 - 6140 has tremendous credit due to a refund from the state.
 - The 6190 – Pass-thru accounts have not budget because they are pass-throughs of paycheck withholdings.
 - 7031 and 7090 have spending but no budget allocated. A transfer of funds into that account will occur to ensure that all accounts being spent from have funds allocated to them. Developing the process for that is a work in progress.
 - 7220 has no spending yet as that was but was paid in full and will be seen in January.



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<p>Motion Mr. Miller: Moves to approve October 2025 financials Mrs. Norton: Second</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Swan Aye Norton Aye Bresinski Aye</p> <p style="text-align: right;"><i>Motion Carried 7:0</i></p>
<p>Motion Mrs. Gibson: Moves to approve November 2025 financials Mr. Swan: Second</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Swan Aye Norton Aye Bresinski Aye</p> <p style="text-align: right;"><i>Motion Carried 7:0</i></p>
<p>Motion Mr. Bresinski: Moves to approve December 2025 financials Mrs. Gibson: Second</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Swan Aye Norton Aye Bresinski Aye</p> <p style="text-align: right;"><i>Motion Carried 7:0</i></p>

Audit Update

Chair Waddell updated the board with the status. After a discussion with Chief Rich, Mr. Harrison, Mr. Hamachek and Mr. Bresinski, it was decided to get some outside help to carry this over the finish line. Kevin with Baker Tilly provided some leads on some individuals that should be able to provide some assistance, as well as looking at some other resources. Additionally, the original auditor that was working with Mr. Harrison has left the company.

Elizabeth Pape from County Audit team met with Chair Waddell, Chief Rich, Mr. Harrison, Mr. Hamachek and Mrs. Norton to discuss the payment arrangement with Baker Tilly. Mrs. Pape explained that the contract has a limit that Baker Tilly can charge the county on behalf of the district. Even with that, the costs are the responsibility of the District to pay. After discussion, Mrs. Pape asked the district to sign an IGA that more clearly defined those roles. The board discussed the IGA and it was agreed that the board needed more information from the county requesting more detailed information on the incurred cost thus far and expectation of the additional costs.

IV. Committee Reports

None



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V. Chair Report

A. Citation Review Committee

The Citation Review Panel (CRP) is a committee of the BBR Board. When the new revised rules and regulations were passed the section on the citation review board was rewritten and included appointing five members to the CRP. It was requested to have a member of the BBRSD board involved. The new Rule did not allow BBRSD board representation.

While there was intent to have the committee up and running in early January, at this time there is no scheduled for when the committee will begin processing appeals with the exception that the appointed chair will not be available in area until mid-February.

It was also requested that someone from the CRP attend the BBRSD board meetings to report the disposition of the appeals.

B. E-Bike Rules and Enforcement

Former BBRSD Board Member and Chair Ricky Goede had expressed concerns to both Chair Waddell and Chief Rich about E-Bike Rules and asked for edits to be made. The combined effort of all three resulted in some revisions that will be going to the BBR Board on January 27th for a first read. The revisions use information from a bike path study that Sun River commissioned to improve safety and enforcement.

VI. Chief's Report:

A. Personnel:

- Officer Fetherolf has been out since Jan 7th when he sustained an off duty injury. He is expected to be out the rest of January at a minimum.

B. Activity Reports:

- Stats are available on blackbuttepolice.gov.
- The department is now recording these using an online form instead of each officer handing in sheets of paper every week.

C. New Equipment:

- The department freed up some garage space by donating 12-15 expired bulletproof vests to the Redmond Police Department to be used in training cadets.
- The Redmond PD gifted the department a 35 gun safe. This is a nice upgrade to what we previously had.

D. Training Schedule:

- Most officers were completing DPSST training requirements for 2025.
- Chief Rich has completed his supervisory Certificate equivalency and will soon be starting in on Management Certificate.
- Lieutenant Roberts is near completion of his Management Certificate which is due in the next few months.



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- There was a department training event scheduled for January 21, but due to medical conflicts it is being rescheduled to February.

E. Old Business:

- **ORS Enforcement:** The department is still working on the capability to create ordinances with a meeting scheduled with Rep Levi's office.

F. New Business:

- **Notes of Praise Form:** The website now has an option for the public to submit notes of praise which pairs with the long-standing Complaint Form and general comments to cover all the basis.
 - The board has asked that as a part of fulfilling their role of oversight, the Chief come up with a way to report stats with regards to complaints that are submitted.
- **DCSO Supplemental Coverage:** Chief Rich and Lieutenant Roberts met with Sheriff Rupert to discuss their willingness to provide overnight and schedule gap coverage in such times as Officer Fetherolf's medical leave. He was positive to the ask and a process was created for implementing it as needed.
- **Part-Time Officer Program:** Chief Rich is looking to start a program to have a pool of part-time officers that would help fill the gaps from PTO, sick and medical leave. There will be some upfront cost per hire for equipment, however that would provide much needed relief to the schedule.

VII. Administrative Manager Report

- Board Training:** SDAO uses a company called Vector Solutions to deliver online training for SDAO member board members and management. Mr. Harrison will be creating accounts for all the board members and assigning training to everyone.
- Board Member Resource Website:** Mr. Harrison stated that the location of that will be moving from SharePoint to the Streamline portal and will have that to everyone by the next meeting.
- Alternative Employee Compensation Option; HRA:** Mr. Harrison had a mandatory bi-annual meeting with the districts contact at our HRA servicer. She provided a lot more clarity on several topics including Alternative Comp. She said that there was no fundamental problem with the idea, but in order to implement it, all members of the class would be subject to that, meaning AM Harrison, Chief Rich and Lieutenant Roberts. Mr. Harrison indicated that he did not have the votes to implement.



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VII. Executive Session

A. Executive Session under ORS 192.660(2f)

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

B. Executive Session under ORS 192.660(2d)

To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

<p>Motion: A motion was made by Mrs. Gibson that the board enter Executive Session under ORS 192.660(2d) "To consider information or records that are exempt by law from public inspection." and ORS 192.660(2d) "To conduct deliberations with persons designated by the governing body to carry on labor negotiations " Mr. Miller: Seconded</p>	Vote
	(c)Waddell Aye
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
Bresinski Aye	
Motion Carried 7:0	

Began 10:45pm

Ended 12:00pm

C. CBA Negotiations Update

<p>Motion Mr. Miller: <i>I move that we approve the following terms within the 2025-2027 collective bargaining agreement:</i> Healthcare: Starting February 1st 2026 to June 30th 2026 the monthly HRA contribution is increased to \$1750 per month. Additionally a one time contribution of \$500 Dollars would be made on February 1st. Starting July 1st 2026 to June 30th 2027 the monthly HRA contribution will increase to \$1900 per month. Additionally a one time contribution of \$1500 would be made on July 1st 2027. Backpay: Backpay would be granted from July 1, 2025 through January 30, 2025. MOU: The district will sign an MOU allowing Union members to use HRA funds for FOP sponsored insurance. Mr. Bresinski: Second</p>	Vote
	(c)Waddell Nay
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Nay
Bresinski Aye	
Motion Carried 5:2	



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VIII. Old Business

- A. Ordinances: Previously covered
- B. Semi-decadal review Lease Agreement with BBRC
Waiting on final document from BBRC

IX. New Business

- A. COLES MOU
Has not been signed yet
There are additional details that need to be worked out.
Funds have been budgeted in 2025-2026 budget
- B. Part-Time Officer: Previously covered

X. Calendar.

- A. Review Calendar
No changes

NEXT MEETING DATE – Thursday, February 19, 2025, at 9:00a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 12:09 p.m.

DATED this _____ Day of _____ 2025 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