Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on August 20, 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, Craig Miller, David Bresinski

Members Absent: Caryl Gibson, Rosemary Norton, Allan Dulwick

Others Present: Lt. Andrew Roberts, Administrative Manager Bryan Harrison

Others Absent: Chief of Police Todd Rich

Invited Guest: Kevin Mullerleile (Baker Tilly)

I. CALL TO ORDER:

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

II. APPROVAL MEETING MINUTES

A. April Minutes

Motion	Vote	
Mr. Hamachek: *Moves to approve April16, 2026 meeting minutes.*	*(c)Waddell*	*Aye*
Mr. Brezinski: *Second*	*(vc)Hamachek*	*Aye*
	Gibson	*np*
	Miller	*Aye*
	Norton	*np*
	Brezinski	*Aye*
	Dulwick	*np*
	Motion Carried 4:0	

B. May Minutes

Motion	Vote	
Mr. Brezinski: *Moves to approve May 21, 2026 meeting minutes.*	*(c)Waddell*	*Aye*
Mr. Hamachek: *Second*	*(vc)Hamachek*	*Aye*
	Gibson	*np*
	Miller	*Aye*
	Norton	*np*
	Brezinski	*Aye*
	Dulwick	*np*
	Motion Carried 4:0	

C. June Minutes

Motion	Vote	
Mr. Miller: *Moves to approve June 18, 2026 meeting minutes.*	*(c)Waddell*	*Aye*
Mr. Hamachek: *Second*	*(vc)Hamachek*	*Aye*
	Gibson	*np*
	Miller	*Aye*
	Norton	*np*
	Brezinski	*Aye*
	Dulwick	*np*
	Motion Carried 4:0	

D. July Minutes

Motion	Vote	
Mr. Hamachek: *Moves to approve July 23, 2026 meeting minutes.*	*(c)Waddell*	*Aye*
Mr. Brezinski: *Second*	*(vc)Hamachek*	*Aye*
	Gibson	*np*
	Miller	*Aye*
	Norton	*np*
	Brezinski	*Aye*
	Dulwick	*np*
	Motion Carried 4:0	

III. PUBLIC COMMENT

- No members of the public were present; no public comment was received.

IV. FINANCIAL REPORT

A. Financial Status Report

- Administrative Manager Harrison reported an unidentified payroll import discrepancy (approximately $242 and a second, larger amount of roughly $3,000) that could not be reconciled with the District's payroll provider; the matter has been referred to the provider's general ledger team and remains unresolved.
- Because the payroll discrepancy is unresolved, a complete monthly financial summary could not be finalized; the Board directed staff to provide an interim (conditional) financial report noting any unreconciled items.
- Administrative Manager Harrison reported that Axon had been sending invoices to a former employee rather than current staff for over a year; as a result, the District owes more than $16,000 in unpaid prior-year Axon charges in addition to current-year fees, which will affect this year's budget.

V. COMMITTEE REPORTS

A. Chief Evaluation Committee

- The Board formed the committee for the annual Chief evaluation, consisting of Directors Brezinski and Hamachek and Chair Waddell.
- Chief Rich has requested that the evaluation questions be revised to align more specifically with the agency's current strategic plan and his job description, both of which have been updated since the evaluation form was last created; the committee will meet with the Chief to update the form and will otherwise follow the same process and timeline used in prior years.

VI. CHAIR REPORT

A. Annual Meeting with Governing Board

- The Board discussed agenda items for an upcoming meeting with the Governing Board, the Deschutes County Board of Commissioners
- The Board agreed to invite HOA Board Chair Bob and Fire Chief Jason Ellison to the meeting given their shared interest in topics.

VII. CHIEF'S REPORT

A. Personnel:

- Two full-time officers have been hired:
  i. Officer Sean Harris will begin field training with Officer Lontrato on Monday
  ii. Officer Keegan Wooldridge's start date will be finalized next week.
- On-call Officer Graciani Valderrama's background investigation is nearly complete, pending an in-person file review out of state.
- The Board requested a brief bio and photo for each new hire for board awareness and for posting to the District website, and asked that new officers be invited to a future board meeting as scheduling allows.

B. Activity Reports:

- Stats are available on blackbuttepolice.gov.

C. Training Schedule:

- Once all parties are onboarded, a new training schedule will be started.

VIII. ADMINISTRATIVE MANAGER REPORT

No Report

IX. OLD BUSINESS

A. District Policy Manual

- Administrative Manager Harrison is updating the District Policy Manual using a template provided by SDAO. The Board directed that this be prioritized ahead of the year-over-year spending summary, noting the Policy Manual update is overdue; target completion is the September meeting.

B. Patrol room Refresh

- Administrative Manager Harrison reported that the unplanned drywall costs may bring the total cost of the project over the Board's prior capital approval of $30,000.

C. Pay Cycle Change

- Administrative Manager Harrison provided an update on ongoing discussions with union-represented officers regarding a possible change to a fixed pay schedule. The matter is still being negotiated with union members and requires no board action; current pay-cycle terms remain governed by the existing collective bargaining agreement.

D. Traffic Enforcement Authority / Draft Statute

- Mr. Miller reported on a draft state statute intended to give the District authority to enforce traffic laws, including those applicable to bicycles, on roadways, thoroughfares, bridges, and other property owned and maintained by Black Butte Ranch. The draft has been shared with the County District Attorney and other board members for feedback. The Board noted the item should also be raised with the HOA's attorney.

E. Roadway Safety Concerns

- The Chair reported resident concerns regarding large delivery vehicles (including propane trucks) traveling too fast on blind curves and endangering pedestrians; staff will contact the delivery companies operating on the ranch to reinforce access rules.
- The Chair also relayed reports of a vehicle joyriding on the bike path across the Meadow, and of pedestrians and cyclists using roadways rather than adjacent bike paths after dark; Lieutenant Roberts will advise night-shift staff to watch for both.
- The Board also discussed newly printed pedestrian/bicycle crossing signage and roadway stencils that read "bikes yield to vehicles," which does not reflect the Board's intended right-of-way approach; this will continue to be raised with the Ranch signage committee.
- The Board confirmed electric bikes remain prohibited on the Paulina pedestrian bridge, which is already signed.

X. NEW BUSINESS

A. Spending Approvals

- Administrative Manager Harrison requested approval of up to three mobile radio units from L3Harris required to replace units that unexpectedly began malfunctioning recently. This will be a 5-year debt obligation to Deschutes County 911, not to exceed $4000/year and $20,000 over the 5-year term.

Motion	***Vote***	
Mr. Hamachek: *Moves to approve spending up to $4,000 per year for five years (total not to exceed $20,000 over the five-year term) for the purchase of three L3Harris portable radios, financed through a five-year payment plan.*	***(c)Waddell***	***Aye***
	(vc)Hamachek	***Aye***
Mr. Miller: *Second*	***Gibson***	***np***
	Miller	***Aye***
	Norton	***np***
	Brezinski	***Aye***
	Dulwick	***np***
	Motion Carried 4:0	

XI. CALENDAR.

A. Bright Side Animal Shelter Agreement:

- Returned signed but requires revision to more clearly define the daily boarding-fee terms ($30/day) applicable beyond the standard 3-day stray hold.

B. Humane Society Agreement

- Still outstanding; awaiting a signed copy.

C. Black Butte Ranch Corporation & Association

- Still outstanding; awaiting a signed copy.

D. Workers' Compensation Policy Renewal

- Reviewed for the Board's calendar; the premium increased significantly (approximately 60%) largely due to a statewide base-rate increase rather than the District's claims experience, which remains favorable. No board action required.

XII. FY2025 AUDIT REPORT – BAKER TILLY LLP.

- Kevin of Baker Tilly LLP presented the draft FY2025 (year ended June 30, 2025) audit results. The financial statements received an unmodified ("clean") opinion, in accordance with generally accepted accounting principles.
- The related Oregon Minimum Standards compliance report identified no compliance findings.
- The auditor noted three internal-control matters:
  - An approximately $79,000 adjustment was recorded to correct the District's beginning fund balance, related to a recurring reconciliation issue predating the current Administrative Manager's tenure; the auditor will work with staff to prevent recurrence.
  - No property tax receivable had been recorded as of June 30, 2025; the correction has been made and the proper treatment reviewed with staff.
  - One month of Local Government Investment Pool (LGIP) interest had been omitted and was corrected;
  - Recommendations related to cash-basis recordkeeping: the auditor recommended a written policy for consistently dating disbursements, and a written cash-handling policy following a minor discrepancy identified at a District fundraising event. Administrative Manager Harrison will prepare both written policies for a future meeting.
- The management representation letter will be signed by Chief Rich and Administrative Manager Harrison upon the Chief's return.
- Administrative Manager Harrison asked about accepting digital payments (e.g., PayPal, Venmo, Apple Pay) for public records request fees and at District cash events; the auditor advised this is acceptable provided the District adopts a written policy with appropriate controls. Staff will develop such a policy.

NEXT MEETING DATE – Thursday, September 17, 2026, at 9:00 a.m.

Motion:	***Vote***	
*A motion was made by **Mr. Hamachek** to adjourn.*	***(c)Waddell***	***Aye***
***Mr. Miller:** Seconded*	***(vc)Hamachek***	***Aye***
	Gibson	***np***
	Miller	***Aye***
	Norton	***np***
	Brezinski	***Aye***
	Dulwick	***np***
	Motion Carried 4:0	

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