



# Black Butte Ranch Police Department

Managing Board Meeting Minutes  
Meeting on October 16, 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 (departing@9:30)  
Craig Miller@9:15, Jeff Swan@9:25

**Member Candidates:** Rosemary Norton and David Bresinski

Invited Guests:

**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 9:01 a.m.

**Quorum:** When called to order, a quorum was not present. No business was conducted. At 9:15, a quorum was established, and board business began.

## I. Approval Meeting Minutes

### A. September Minutes

<p><b>Motion</b>  <b>Mrs. Gibson:</b> Moves to approve September meeting minutes.  <b>Mr. Hamachek:</b> Second</p>	<p><b>Vote</b>  <b>(c)Waddell</b>      Aye  <b>(vc)Hamachek</b>      Aye  <b>Gibson</b>      Aye  <b>Miller</b>      Aye    <b>Swan</b>      np</p> <p style="text-align: center;"><b>Motion Carried 4:0</b></p>
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## II. Public Comment

No public comments

## III. Financial Report

Chair. Waddell reported on the September 2025 financials.

- **Income:** All sources of income are with expectations.
- **Spending Reports:** To more easily identify the recurring spending vs the non-recurring spending, this report has been separated into a Credit Card Spending Report (non-recurring) and a non-CC spending report (recurring spending).
- **Credit Card Spending:** This report shows all the credit card spending which is non-recurring spending. Spending was inline with expectations.
- **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.



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- **Income and Expense vs Budget:**

- The 6190 – Pass-thru accounts have not budget because they are pass-throughs of paycheck withholdings.
- 7031 has 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.
- 7220 has no spending yet as that will be paid in one lump sum in January.

<p><b>Motion</b>  <b>Mr. Hamachek:</b> Moves to approve September financials  <b>Mr. Miller:</b> Second</p>	<p><b>Vote</b>  (c)Waddell      Aye  (vc)Hamachek    Aye  Gibson            Aye  Miller             Aye    Swan               np</p> <p style="text-align: right; color: green;"><b>Motion Carried 4:0</b></p>
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## IV. Committee Reports

### A. Board Member Selection Committee – Chair Waddell

Upon reviewing the applications, two candidates, Dave Bresinski, who had been interviewed in the spring and Rosemary Norton who is a former Board Member and current member of the board’s budget advisory team, stood out and it is the committee’s recommendation that they be appointed to the Board.

<p><b>Motion</b>  <b>Mrs. Gibson:</b> Moves that we approve Rosemary Norton for Black Butte Ranch Service District Board of Directors Position 3 which requires a Resident Property Owner.  <b>Mr. Hamachek:</b> Second</p>	<p><b>Vote</b>  (c)Waddell      Aye  (vc)Hamachek    Aye  Gibson            Aye  Miller             Aye    Swan               np</p> <p style="text-align: right; color: green;"><b>Motion Carried 4:0</b></p>
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<p><b>Motion</b>  <b>Mrs. Gibson:</b> Moves that we approve David Bresinski for Black Butte Ranch Service District Board of Directors Position 5 which requires either a Resident Property Owner or a Non-Resident Property Owner of which he is a Non-Resident Property Owner.  <b>Mr. Hamachek:</b> Second</p>	<p><b>Vote</b>  (c)Waddell      Aye  (vc)Hamachek    Aye  Gibson            Aye  Miller             Aye    Swan               Aye</p> <p style="text-align: right; color: green;"><b>Motion Carried 5:0</b></p>
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### B. Police Chief Evaluation Committee: – Chair Waddell

- Due to the circumstance that left two board seats vacant, the committee was reduced to just Chair Waddell at the conclusion.
- Chief Rich had the option to have the committee report delivered in executive session, however he declined.



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- Chair Waddell reviewed the process of the evaluation with those present and has included those process documents in the board’s official records.
- Chair Waddell reported a high-level summary of the evaluation.
- As a part of the process the committee and Chief agreed upon three goals for the coming year.
  1. Work with the PD Board, BBRA and Service District officers to establish mechanisms for effectively enforcing Ranch Rules and ORS behind the BBR gates.
  2. Update departmental policies to reflect current OAR, ORS, accreditation standards and that align with the size and structure of BBR PD Service District. Establish procedures for implementing updated policies, specifically the financial internal control policy.
  3. Increase the quantity and quality of the training that is provided to all our staff through various partnerships in the County.
- Chief Rich added comments to the evaluation including that he would like to revise the format of the review.
- The details of the review were made available to all board members however they are confidential. Any queries should be addressed to Chair Waddell.

<p><b>Motion</b>  <b>Mr. Hamachek:</b> Moves to approve the Police Chief’s Performance Evaluation.  <b>Mr. Miller:</b> Second</p>	<p><b>Vote</b>  (c)Waddell            Aye  (vc)Hamachek        Aye  Gibson                np  Miller                 Aye  Swan                    Aye</p> <p style="text-align: right; color: green;"><b>Motion Carried 4:0</b></p>
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### C. Black Butte Ranch Rules and Regulations; Citations, Hearings and Appeals.

- Mr. Cummings joined the board at 11:00 to discuss the evolving challenges the department has been facing.
- Discussion consensus was that all three paths the service district and BBRA are pursuing should continue moving forward.
  - Creating the BBRA appeals process
  - Creating District Ordinances
  - Enhancing ORS

### V. Chair Report

- Nothing to report



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## VI. Chief's Report:

### A. Personnel:

- No major personal issues, only adjustments of shifts to accommodate PTO schedules.

### B. Activity Reports:

- Stats are available on [blackbuttepolice.gov](http://blackbuttepolice.gov).
- Due to the seasonal change, events are slowing down, mirroring what was seen in March.
- Chief Rich requested for any input to changes in the format for 2026
  - Mr. Bresinski asked about E-Bike permittance.
    - Chief Rich explained that the ranch rules do not prohibit any class level of E-Bikes. Regardless if the bike is electric or pedal powered, bikes are not permitted on roadways and have a bike trail speed limit of 15MPH. In the state of Oregon, E-Bike riders are also required to be at least 16 years of age.

### C. New Equipment:

- All Officers have been qualified on the new patrol rifles and they are in use.
- The new admin vehicle (825) is scheduled for upfitting and should be completed by mid-November.

### D. Training Schedule:

- September 25-26 Chief Rich attended a DCSO class "Supervising Critical Incidents. Lt Roberts was unable to attend as he had to fill some patrol shifts.
- October 1 was a department training day running a firearms course utilizing the new patrol rifles after some physical exertion.
- Chief Rich has started an eight-week, online SDAO supervisor training class.
- Nov 4-7 Chief Rich and the Lt. will attend the Oregon Peace Officer's Annual Training Conference fulfilling DPSST training requirements.

### E. Old Business:

- **Annual December Budget True-up:** Mr. Harrison explained the annual event that provides an opportunity for districts to correct the funds allocated to match what year end actuals were vs what was estimated in the March/April budgeting task. Chief Rich asked the board if they thought that the Budget Advisory team should be involved in the discussion. All members agreed with the idea.
- As previously suggested by Mr. Zerzan, an Attorney General opinion on Private vs Premise Open to the Public would likely cost over \$10,000. The alternative to that is an opinion from the Legislative Staff Legal counsel which is the path we are taking at this time.
- Chief Rich has been looking into our ability to create ordinances on The Ranch. With mixed legal opinions arising between resources at SDAO and County Legal more discussion is required to come to a resolution.

### F. New Business:

- **Backup Power Generator:** During a recent power outage, it was noticed that the Backup Power Generator did not turn on. A service tech came to look at it and identified the problem being that the trigger to fail-over to backup power was never connected since it was installed 17 years ago. The technician did connect the failover trigger; it was tested and is now functional. Now with a functional fail-over, we are still left with the question as to what is powered when then generator is on. The only outlet we know for sure is powered is one four-outlet receptacle in the HVAC/FACP room. More discussions are planned with BBRC on this topic.



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## VII. Administrative Manager Report

- A. **Audit Update:** The amount of work has been more than expected and the Draft is still not available. November is the new target which would put the final into next year.
- B. **New Desktops:** All the new systems are installed and older systems upgraded to Windows 11 or disposed of if they were not able to be upgraded. The cost of the new systems came in around \$1,000 less than the original approval was.
- C. **Bank Account Signatures:**
- D. **Alternative Employee Compensation Option: HRA** The requesting employee has not yet returned with the requested opinion from a CPA or Tax Attorney indicating that this will not create a liability risk to the Service District in any way.
- E. **SAIF Audit:** Next week will be our fourth audit in four years. The open question is why we are continually being audited. This will be a topic for the audit.
- F. **Communication Alternatives:** All of the district's communication services are delivered by TDS Telecom. As a result of both TDS outages and power outages in which TDS equipment is not on appropriate backup power, we have lost Internet and phone services on multiple occasions over the last month when we should not have. Mr. Harrison is exploring alternatives for all services with other providers.

## VII. Executive Session

- A. None

## VIII. Old Business

- A. None

## IX. New Business

- A. Steve Silva from WHA Insurance presented the board the district's insurance policy summary inclusive of property, liability and Worker's Compensation insurance for which they are the servicing agent.  
Mr. Harrison identified a gap in what insurance providers are able to provide and what the Founding MOU with the county requires of the district, which is to have everything insured at "Replacement Value." How compliance with this requirement will have to be managed is through earmarked funds that are equal to the depreciated value of insured assets and will make up the difference between the insured value and the "Replacement Value".  
Further discussion will follow the meeting when Chief Rich and Mr. Harrison walk through the facilities with Mr. Silva to ensure that nothing has been overlooked. Any adjustments required will be presented in a future meeting.



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## X. Calendar

### A. Lease Agreement

Chief Rich discussed several points in the contract that need to have more robust language.

Mr. Harrison will schedule a meeting with BBR CFO Brian Burns to start discussions.

### B. Review Calendar

No changes

**NEXT MEETING DATE** – Thursday, October 16, 2025, at 9:00a.m.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 11:40 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