



# Black Butte Ranch Police Department

Managing Board Meeting Minutes  
Meeting on September 18, 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, Jeff Swan, Phil Zerzan, Craig Miller, Caryl Gibson@10:20

**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.

## I. Approval Meeting Minutes

### A. August Minutes

<p><b>Motion</b>  <b>Mr. Swan:</b> Moves to approve August meeting minutes.  <b>Mr. Miller:</b> Second</p>	<p><b>Vote</b>  (c)Waddell           Aye  (vc)Hamachek       Aye  Gibson               np  Miller                 Aye    Swan                  Aye  Zerzan                 Aye  <b>Motion Carried 5:0</b></p>
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## II. Public Comment

No public comments

## III. Financial Report

Mr. Hamachek reported on the August 2025 financials.

- **Balance Sheet:** Inline with expectations.
- **Income:** Mr. Hamachek discussed the low income was due to the timing of taxes coming predominantly in November. Mr. Harrison noted that the citation revenue check didn't get deposited before the end of the month and that it will be included in September.
- **Spending:** The District made a planned purchase of a new admin vehicle. A check to Sig-Sauer was voided because instead they charged a credit card that was provided at the time the order was made.
- **Budget FYTD:** The out of the box reporting from QB does not allow for full year budget tracking so only Budgeted YTD is on the report. Advisor Jil Click believes that a custom QB report may be able to accomplish this. Alternatively, exporting the data to a custom MS Excel report is another possibility.



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- 6155: Worker’s Comp: That will be under budget for the year as it was paid in June instead of July, and additionally as a result of the Salary reporting completed in July, the total cost for FY 2025-26 has been reduced resulting in a credit with SAIF. Mr. Hamachek asked what our Experience Rating was and Mr. Harrison said he would get that for the board.
- Mr. Harrison gave an update of the annual audit with Baker Tilly. The auditors are asking for more detail on the clean-up done which will take a lot more time than originally planned. As a result the draft delivery will be ready for the October meeting and the final will be delivered by Kevin in November.

## IV. Committee Reports

### A. Police Chief Evaluation Committee

Chair Waddell updated the board on the status of the committee as a result of Mr. Sumner’s passing. The work has continued to progress with she and Mr. Zerzan however the review will take longer and not be presented at this meeting, but rather at the October meeting. Survey/interview responses have been provided by most everyone that was requested from, but there are still a few key responses outstanding.

### B. Black Butte Ranch Rules and Regulations; Citations, Hearings and Appeals.

Chair Waddell indicated that the HOA Board has it on their September 26 agenda for a new first reading due to the number of changes since the original first reading. The Second reading is expected to happen in the October meeting which would delay implementation of the appeals process to at least November. The rules are posted on the BBR HOA web-site home page after signing in.

## V. Chair Report

### A. Board Member Selection Committee

- In anticipation of Mr. Zerzan’s resignation and the sudden loss of Mr. Sumner, there will be two board seats that need to be filled. Chair Waddell and Mrs. Gibson will use the same materials used in the spring recruiting campaign.

<p><b>Motion</b>  <b>Mr. Miller:</b> Moves to appoint Mrs. Gibson and Chair Waddell to the Board Member Selection Committee.  <b>Mr. Hamachek:</b> Second</p>	<p><b>Vote</b>  (c)Waddell            Aye  (vc)Hamachek        Aye  Gibson                    np  Miller                    Aye    Swan                      np  Zerzan                    Aye  <b>Motion Carried 4:0</b></p>
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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).
- Ranch citations are down due to the evolving state of enforceability

### C. New Equipment:

- All new patrol rifles have been received and will be issued in the next week.
- 817 has been stripped of the radio which will be moved into 825, the new admin vehicle. 817 will be sold.
- One of the new workstations is in and the remaining will arrive next week and installed soon thereafter.

### D. Training Schedule:

- SDAO Board and Management training on Aug 26<sup>th</sup> was attended by Chief Rich, Lt Roberts, Mr. Harrison, Chair Waddell, Mr. Hamachek and Mr. Miller.
- Chief Rich and Lt Roberts attended SDAO Leadership And Risk Management Class on Aug 28<sup>th</sup>.
- On September 3<sup>rd</sup> the department had a remote video meeting with DA Gunnels who addressed questions on ranch rules and other various topics.
- September 23 Chief Rich will begin an eight week class, (4-hrs/wk) from SDAO "Supervisor Training" for DPSST Cert
- September 25-26 Chief Rich and Lt Roberts will attend DCSO class "Supervising Critical Incidents.
- October 1 will be a department training day, a firearms course utilizing the new patrol rifles.

### E. Old Business:

- **Hi-Lo Siren:** Chief Rich played a DCSO commercial spot introducing the Hi-Lo Siren to central Oregonians. The rollout of this has been pushed off to 2026 because only Black Butte Police have completely implemented the new tone in vehicles. Board members commented that this would be good to have at the welcome center, on the HoA website as well as present it at Firewise.
- **"Private" vs. "Premises open to the Public":** The chief is continuing to seek out clarity at multiple levels from DC DA Gunnells to Oregon AG's office as well as exploring the ability to create district ordinances.

## VII. Administrative Manager Report

A. **Verizon FirstLine Update:** The last devices, the APLR cameras have been transitioned to VerizonFirst Line.

B. **New Desktops:** In order to comply with Criminal Justice Information Services (CJIS) standards, all of our computer systems need to be running Windows 11. The new desktops have begun to arrive and should all be up by the end of the month.

C. **Bank Account Signatures:**

D. **Signature Cards:** All FI accounts have been updated. WaFed requires some more info from Mr. Hamachek and for Chair Waddell to also sign off on the modifications as Chair of the board. All accounts will have the same five signers: Chief Rich, Mr. Harrison, Chair Waddell, Treasure/VC Hamachek and Mrs. Gibson.



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**E. Alternative Employee Compensation Option: HRA** A request has been made by an employee of the district to receive HRA contributions in lieu of cash as compensation. The board has asked that the requestor obtain a formal document from a CPA or Tax Attorney indicating that this will not create a lability risk to the Service District in any way.

**F. BBR SD Budget Officer:** While making other clerical changes to the Service District’s MOU with the County (the founding document,) a question has come up as to who the ORS 294.331 “Budget Officer” should be.

ORS 294.331: *“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer.”*

The county finance department has stated that they believe they are the budget officer, however the MOU explicitly names the Administrative Manager as the SD’s budget officer which complies with ORS.

The Board’s consensus is to have the county finance group provide the Service District the paper trail that would identify that to be the case before they authorize changes to the MOU.

## VII. Executive Session

A. Begins at 11:02

<p><b>Motion:</b> A motion was made by Mr. Zerzan that the board enter Executive Session under ORS 192.660(2d) To conduct deliberations with persons designated by the governing body to carry on labor negotiations. <b>Mr. Hamachek:</b> Seconded</p>	<p style="text-align: right;"><b>Vote</b></p> <p>(c)Waddell           Aye (vc)Hamachek       Aye Gibson                Aye Miller                 Aye</p> <p>Swan                   Aye Zerzan                 Aye</p> <p style="text-align: right; color: green;"><b>Motion Carried 6:0</b></p>
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B. Executive Session ends at 11:10

## VIII. Old Business

A. Ranch Rules:

Due to the aforementioned pending issues, no changes were recommended at this time.

## IX. New Business

A. Spending

i. None

## X. Calendar

A. Review Calendar

i. Adjustments were made to calendar to reflect the audit date changes.



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<p><b>Resolution:</b> <i>A motion was made by Mrs. Gibson to adjourn.</i></p> <p><b>Mr. Miller:</b> <i>Seconded</i></p>	<table> <thead> <tr> <th colspan="2">Vote</th> </tr> </thead> <tbody> <tr> <td><i>(c)Waddell</i></td> <td><i>Aye</i></td> </tr> <tr> <td><i>(vc)Hamachek</i></td> <td><i>Aye</i></td> </tr> <tr> <td><i>Gibson</i></td> <td><i>Aye</i></td> </tr> <tr> <td><i>Miller</i></td> <td><i>Aye</i></td> </tr> <tr> <td><i>Swan</i></td> <td><i>Aye</i></td> </tr> <tr> <td><i>Zerzan</i></td> <td><i>Aye</i></td> </tr> <tr> <td colspan="2"><b><i>Motion Carried 6:0</i></b></td> </tr> </tbody> </table>	Vote		<i>(c)Waddell</i>	<i>Aye</i>	<i>(vc)Hamachek</i>	<i>Aye</i>	<i>Gibson</i>	<i>Aye</i>	<i>Miller</i>	<i>Aye</i>	<i>Swan</i>	<i>Aye</i>	<i>Zerzan</i>	<i>Aye</i>	<b><i>Motion Carried 6:0</i></b>	
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**NEXT MEETING DATE** – Thursday, October 16, 2025, at 9:00a.m.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 11:14 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