



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on March 19, 2026

This meeting was held in the Ponderosa Room in the Black Butte Ranch Lodge, 12930 Hawks Beard, Sisters, 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, Caryl Gibson, Craig Miller, Rosemary Norton, David Brezinski, Jeff Swan

Members Absent: Jay Hamachek

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.

I. Approval Meeting Minutes

A. February Minutes

Motion	Vote
Mr. Brezinski: Moves to approve February 19, 2026 meeting minutes.	<i>(c)Waddell</i> Aye
Mrs. Norton: Second	<i>(vc)Hamachek</i> np
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0

II. Public Comment

A notice was placed on the doors of the originally announced North Sister Conference Room with the details of the room change that had occurred. Additionally, the Officer On Duty Phone was included to ensure any member of the public would be able to attend. No contact was made, nor was any member of the public present.



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III. Financial Report

Mr. Harrison updated the board on the February financials.

Income and spending are generally within expectations. PERS is still out of sync and should be back to expectations next month.

- **Income:** The bulk property tax revenue was received in November, and it will continue to trickle in the rest of the year with larger bumps in March and June. All other income accounts are running near or above expectations.
- **Credit Card Spending:** This report shows all the credit card spending which is mostly non-recurring spending.
- **Non-CC Spending:** This report shows all the non-CC spending which is mostly recurring spending but will contain some outliers.
- **Income and Expense vs Budget:**
 - Recurring Notes:
 - 6140 has tremendous credit due to a return of overpayment funds from the state.
 - The 6190 – Pass-thru accounts have no 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.
 - 7020 is significantly over because it includes prior year costs which were much higher than expected and included an election plus budget notice. The 2027 budget notifications will also hit this line in June.
 - Balance Sheet: WaFed is negative because there are erroneous transactions that need to be reversed. Mr. Harrison will work with auditor on proper procedure.

Mrs. Norton asked what the BBR “Balance Fwd” line was. Mr. Harrison stated that accounting had combined the two accounts the Police Department had into one, consolidating all charges as well, resulting in a single line of aggregated charges that grew over many months because the auto-pay system was not functioning. Mr. Harrison stated that he was working with accounting to get a detailed invoice for all those charges to be properly accounted for and would also distribute that to the board.

Mr. Harrison highlighted the non-CC charges from Sisters Ace Hardware and explained that those were charges amassed over 18+ months because the e-mailed invoices were being bounced back and that the Department was notified in January of the accumulated charges.

Motion	Vote
Mrs. Norton: Moves to approve January 2026 financials	(c)Waddell Aye
Mr. Swan: Second	(vc)Hamachek np
	Gibson Aye
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0



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Audit Update

Chair Waddell updated the board that the auditor filed a second extension at the end of February, and she had not heard from them otherwise. Mr. Harrison also stated that he had had no contact with them. Mr. Brezinski volunteered to sit in with the auditors for their presentation when that occurs.

IV. Committee Reports

No Reports

V. Chair Report

No Report

VI. Chief's Report:

A. Personnel

- On March 1st Officer Fetherolf returned to work.
- Officer Schneider will be out on medical leave through Mid-June on a non-work-related injury.
- Mr. Harrison will be out on medical leave starting April 22 on a non-work-related injury.

B. Activity Reports

- Stats are available on blackbuttepolice.gov.

C. New Equipment

- None to report

D. Training Schedule

- Due to staffing issues, department wide training is still on hold.
- Continuing to issue computer based training: Currently Report Writing and Deadly force courses.

E. Old Business

- **Collective Bargaining Agreement:** Retro checks were issued in the Feb 28 paycheck.
- **ORS changes:** Chief Rich has completed one of the "problem statements" and working to complete the second.
- **Unpaid citations:** Chief Rich is working with BBR administration on a process to manage those.
- **Photographer:** Chief Rich is still looking for volunteers.
- **Citation Review Panel:** Met on Feb 28th. A decision was made to enforce the existing appeals under the old guidelines. March 16th they meet to review those to make judgments. Of the 17 appeals, 14 were upheld and 3 were changed to warnings. Next meeting March 23 to update some procedures.
- **On Call Officer Program:** 1 Response so far.



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F. New Business

- **Easter Egg Hunt:** The department will be present again this year.
- **Coffee with a Cop Event:** May 1 at Lakeside Bistro.
- **Central Oregon Multi-Agency Traffic Team (MATT):** Officers will be participating in the March 26-28 event with focused enforcement of "S.O.L.I.D." Speed, Occupant Protection, Lane Violations, Impaired Driving, Distracted Driving.

VII. Administrative Manager Report

- A. Board Member Resource Website:** Mr. Harrison reported on how board members can access the website and provided Mrs. Gibson an example of a laminated card that has all the board member info and info for access. The board members were extremely receptive to the material and Mr. Harrison will be providing everyone with the laminated card.
- B. Board Training:** Vector Solutions is a partner of SDAO that provides online training. Accounts for everyone have been setup however training has not yet been assigned due to a lack of clarity of what is required. Mr. Harrison will be contacting SDAO to get a clear understanding.

VII. Executive Session

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

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

Began 9:44am

<p>Motion: A motion was made by Mr. Miller that the board enter Executive Session under ORS 192.660(2f) "To consider information or records that are exempt by law from public inspection." Mr. Brezinski: Seconded</p>	Vote	
	(c)Waddell	Aye
	(vc)Hamachek	np
	Gibson	Aye
	Miller	Aye
	Swan	Aye
	Norton	Aye
Brezinski	Aye	
		Motion Carried 6:0

Ended 10:51am

VIII. Old Business

None

VIII. New Business

- A. Spending Approvals:
- Jim Band Investigations:



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The engagement with Mr. Band currently has a not to exceed amount of \$5000. Because the investigation may need to be extended, Chair Waddell is asking the board to approve a not to exceed amount of \$6000.

Motion: A motion was made by Mr. Miller to approve a not to exceed amount of \$6000. Mrs. Norton: Seconded	Vote	
	(c)Waddell	Aye
	(vc)Hamachek	np
	Gibson	Aye
	Miller	Aye
	Swan	Aye
	Norton	Aye
	Brezinski	Aye
Motion Carried 6:0		

Calendar.

A. Initial Review of FY 2026-27 DRAFT proposed budget.

The draft of the FY 2026-27 budget was reviewed. The final draft will be presented during the April Board meeting.

B. Employee Handbook: The document is still in the hands of our third party HR partner for review and has not been returned. It is expected to be returned early next week and Chief Rich will distribute to the board in preparation of the April Meeting.

C. Board of Directors Policies and Procedures document:

Edit recommendations were received from Chair Waddell, Mr. Brezinski and Mr. Miller and Mr. Harrison in writing and were discussed in session along with general discussion. Mr. Harrison will integrate the changes as well as update the document to reflect modernized processes and return with a new First Read of the document.

D. Review Calendar

The most recent calendar is available on the board resource website

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

Motion: A motion was made by Mr. Miller to adjourn. Mrs. Norton: Seconded	Vote	
	(c)Waddell	Aye
	(vc)Hamachek	np
	Gibson	Aye
	Miller	Aye
	Swan	Aye
	Norton	Aye
	Brezinski	Aye
Motion Carried 6:0		

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 12:14 p.m.



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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