



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on August 21, 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, Caryl Gibson, Craig Miller and Rob Sumner.

Others Present:

Chief of Police Todd Rich, Administrative Manager Bryan Harrison

CALL TO ORDER: Chair Waddell called the meeting to order at 9:02 a.m.

I. Approval Meeting Minutes

A. July Minutes

Resolution	Vote
Mr. Swan: Moves to approve July meeting minutes.	(c)Waddell Aye
Mrs. Gibson: Second	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Sumner Aye
	Swan Aye
	Zerzan Aye
	Motion Carried 7:0

II. Public Comment

No public comments

III. Financial Report

Mr. Hamachek reported on the July 25 financials. Mr. Hamachek noted that he and Mr. Harrison will be developing a simplified version of the budget report that will have color coding to call out items that attention need attention.

Mr. Harrison gave an update of the annual audit with Baker Tilly. About one third of the requested items have been delivered. They will be here in person on Aug 28th. September 18th is the expected delivery of the draft and October 16th the final.

IV. Committee Reports

A. Police Chief Evaluation Committee

Chair Waddell reviewed the evaluation documentation.



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Performance feedback will be requested from:

- All department members
- Black Butte Ranch leadership
- Members of the Deschutes County (DC) community
- BBR HOA board
- BBRSD Managing Board Members
- Chief Rich will do a self-evaluation

B. Black Butte Ranch Rules and Regulations

- Citations, Hearings and Appeals.

Chief Rich and Mr. Miller have been working with BBR administration on how the appeals process will work for a first read with the BBRA board in September. The process will include how to appeal, how a hearing will function and the after-hearing process.

During the July BBRSD board meeting, Mr. Zerzan commented that the process for selecting appeal panel members needed to be a fair and open process. Chair Waddell agreed.

Mr. Sumner asked about the trend in ranch citations. Chief Rich stated that there were a couple events that generated many issues and that he has walked many of the problem areas with BBR Leadership and that changes are coming. Mr. Zerzan added that the area around the lodge is “premises open to the public” and that UTC citations would be another option.

V. Chair Report

Chair Waddell announced that Board Member Phil Zerzan has sold his house and as a result will be no longer eligible to be on the Managing Board and recommended that the board prepare to fill Phil’s vacated position.

Through discussion consensus the process would be re-opened to interested candidates.

The process will begin once Mr. Zerzan officially resigns his seat.

VI. Chief’s Report:

A. Personnel:

- There are currently 11 open shifts due to time-off in September so there is expected to be an uptick in overtime.

B. Activity Reports:

- Stats are available on blackbuttepolice.gov.
- Volunteer stats have been added to the monthly reports.

C. New Equipment:

- New Admin Car has arrived, and vehicles have been shifted around internally leaving 816 as the spare vehicle.
- Received new laser unit
- Purchased and received masks RZM3. Better than N95 at 99.9% filtration.
- Officers Cunningham and Schneider have received their new vests that were ordered six months ago.
- Range shelter has been received and constructed.



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D. Training Schedule:

- All but one officer attended EVOC training bringing everyone's certification current.
- SDAO Board and Management training on Aug 26th will be attended by Chief Rich, Lt Roberts, Mr. Harrison as well as several board members.
- Chief Rich and Lt Roberts will be attending an SDAO Leadership And Risk Management Class on Aug 28th.
- Chief Rich has a weekly training starting in September.

E. Old Business:

- National Night Out was very successful thanks to Officer Lontrato's work setting everything up and landing sponsors
- **Roadways:** Met with BBRC leadership to create recommendations to propose to BBRA Board in September.
 - **Red clover:** better signage indicating that it is a One Way Road for all, including bicycles.
 - **Speed humps:** Recommended to help control traffic speed at GMRC, Lakeside and the S-Curve at South Meadow.

F. New Business:

- Update of "Private" vs. "Premises open to the Public"
 - The guidance that all of the Black Butte Ranch property is "Premises open to the Public" has been updated to identify areas behind the gates as "Private".
- E-Ticket

Chief Rich presented an E-ticket solution that will integrate into the departments existing Computer Aided Dispatch (CAD) software, however there is a significant upfront cost to implementing it. The system would be for both UTC citations as well as Ranch citations. The board asked that Chief Rich put together a business plan showing the return on the investment including citations and crash reports per year.

VII. Administrative Manager Report

- A. Mr. Harrison presented a short PowerPoint presentation (attached) detailing the clean-up work that he was able to do with the assistance of Jil Click.
Mr. Harrison stated that his major takeaway from clean-up process is that there needs to be detailed procedures that his role can be held accountable to when managing the financials going forward and long after his departure.
- B. Verizon FirstLine Update: All phones have been switched over. All vehicles except 822 have been migrated. The APLR cameras are all that remain and they should be updated in the next week.
- C. New Board Member Orientation: Due to the additional cost of our existing web-site to add a board-member only area, Mr. Harrison has built a SharePoint site that will be utilized for all board member documents. The chief has met with both Mr. Miller and Mr. Sumner. Links will be provided to all board members
- D. Signature Cards: Documentation to be completed after the meeting. All accounts will have the same five signers: Chief Rich, Mr. Harrison, Chair Waddell, Treasure/VC Hamachek and Mrs. Gibson.
- E. BBR Public Safety Agreement, Joint Resolution and Lease. It has been discussed with BBRC to join the expiration of all five of these documents to coincide with the five-year lease term. Synching the terms to the



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lease would ensure that they are reviewed and renewed regularly. A modification will be requested for the BBRSD to utilize any of the Ranch’s rooms or facilities as long as that usage does not interfere with the BBRC revenue generation.

VII. Executive Session

A. Begins at 11:02

<p>Resolution: A motion was made by Mr. Swan 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. Mr. Miller: Seconded</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Sumner Aye Swan Aye Zerzan Aye</p> <p style="text-align: right;"><i>Motion Carried 7:0</i></p>
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B. Executive Session ends at 11:20

VIII. Old Business

A. None

IX. New Business

- A. Spending
 - i. None

X. Calendar

A. BBR County Service District MOU

- i. Proposed amendment to the MOU (attached) to remove ORS 294.305 obligations from the Managing Board as that function is a responsibility of the Governing Board.

<p>Resolution: A motion was made by Mr. Sumner to accept the amendment to the Black Butte Ranch County Service District MOU as written, conditionally that any additional modifications are made that reflect what this amendment changes.</p> <p>Mr. Hamachek: Seconded</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Sumner Aye Swan Aye Zerzan Aye</p> <p style="text-align: right;"><i>Motion Carried 7:0</i></p>
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B. Review Calendar

- i. At the September Meeting we will be reviewing The Ranch Rules. **Please bring back the printed copies of The Ranch Rules that were provided for the August Meeting.**

NEXT MEETING DATE – Thursday, September 18, 2025, at 9:00a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:36 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