

Black Butte Ranch Police Department



Managing Board Meeting Minutes
June 15, 2023

This meeting was held in the South 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:

Chairperson Rikki Goede, Lee Ferguson, Caryl Gibson, Phil Zerzan, Susan Waddell, Steven Buckley, and Jeff Swan (Via phone)

Members Absent:

None

Others Present:

Chief of Police Jason Van Meter, Sergeant Rob Schulz and Administrative Manager Christina Schulz

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 9:06 a.m.

AGENDA:

I. Approval of the May 18, 2023, Meeting Minutes:

Resolution: A motion was made by Ms. Gibson that the May 18, 2023, meeting minutes be approved. Seconded by Mr. Zerzan; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson said the financial report looks good and didn't have any questions or concerns.

Mr. Buckley had a question about Chief Van Meter's pay for the month of May and why it was higher than normal. Christina Schulz advised Chief Van Meter's salary was not entered correctly with Heartland

(Payroll service) and before the end of the fiscal year, this needed to be corrected, so Chief Van Meter was owed backpay to bring him current to his correct salary.

Resolution: A motion was made by Ms. Waddell that the Board approve the financials from May 2023. Seconded by Ms. Gibson; Unanimous.

IV. Committee & Chair Reports:

Police Chief Evaluation- Chairperson Geode stated that the board will go into executive session at the end of the board meeting to finalize the Police Chief's evaluation.

Budget Sub Committee- Mr. Ferguson.

Mr. Ferguson said the meeting with the County Commissioner's went well and there were no problems or concerns with our budget as presented. Mr. Ferguson advised our budget was approved.

Chair Reports- There were no chair reports.

IV. Chief's Report:

- A. Personnel: Chief Van Meter advised Mr. Buckley discovered that an employee that works 600 or more hours in a year is PERS eligible. Daisy worked over 700 hours last year and has worked over 400 hours up to this point, so we are going to be in contact with PERS and get Daisy enrolled with PERS and to see if there is a consequence. Chief Van Meter said he wants to keep Daisy as she is an asset to the department.
- B. Activity Report: Sgt. Schulz asked if the board had any questions about the stats Chief Van Meter gave to the board. Bike miles will continue to go up as we head into the summer months.

Mr. Zerzan had a question about the 11 UTC (Uniform Traffic Citations) citations that were issued on the ranch and Sgt. Schulz said that number was put in the wrong box, and it should have been 11 UTC citations issued off the ranch. Sgt. Schulz advised there were a few ranch citations for parking issues. Sgt. Schulz said the officers have been having contacts with people using the bike paths when they shouldn't be. Sgt. Schulz said the officers will continue to monitor the big meadow area and lakeside bistro for people trying to gain access to the ranch when they are not guests.

Mr. Ferguson asked what the reactions are when they catch people gaining access to the ranch via the bike paths and having the rules explained to them. Sgt. Schulz said the people are understanding and then they leave the ranch.

Sgt. Schulz said Officer Cunningham took a call up at glaze meadow golf course for a dog locked in a vehicle for about four hours. The owner of the dog was issued a citation for animal neglect.

Chairperson Goede asked if the dog owner was a Black Butte Ranch homeowner and Sgt. Schulz said, "No."

Sgt. Schulz advised that we added a second volunteer (Greg Fry) after he passed his background, and he has been helping with the kid's day program on Wednesdays and riding the bike paths afterwards. Will see the volunteers a lot more visible on the bike paths. The volunteers will wear fluorescent green

bike shirts while on the bike paths and they will wear a blue shirt while helping with events like the 4th of July, Kids Day, and National Night Out. The volunteers will be working with people to gain compliance with the ranch rules and regulations and bike safety.

Ms. Waddell wanted to know if they are added to our insurance policy and Sgt. Schulz, advised, “Yes they are added to our insurance policy.”

Chairperson Goede asked if we are tracking all the “Officer of the day” phone calls, since they are not being monitored by Deschutes County 911 as calls for service.

Sgt. Schulz advised that the officers are creating calls, if they get a call on the Officer of the day phone (OOD) and in the notes it says the call came in on the OOD phone.

- C. Equipment: Sgt. Schulz said the new Tasers and upgraded body cameras should be here within the next month and a half. As soon as they arrive, everyone will receive training on them, before being issued them.

Still waiting on the two new trucks and we don't have any estimated date either.

- D. Training: Sgt. Schulz stated that we are going to be having DUII/SFST search warrant training in July and the instructors will be from Deschutes County Sheriff's Office.

Mr. Ferguson asked where the nearest breathalyzer was, and Sgt. Schulz said in Bend at the Deschutes County Jail.

Sgt. Schulz advised that we are all up to date on all our training for the year.

Sgt. Schulz stated that we got approved on our accreditation and we will receive our plaque later this fall. We have to get accredited every three years.

Mr. Swan wanted to say thank you to Sgt. Schulz for all his hard work and dedication to getting the department accredited for another three years.

- E. Misc: None

VI. Old Business:

- A. 2022 Audit presentation by Kevin Mullerleile with Moss Adams.

Mr. Mullerleile said this was the first time Moss Adams had audited the Black Butte Ranch Police Department financial statements and we are set for success moving forward. Mr. Mullerleile advised that our financial audit will be submitted to the state today. Mr. Mullerleile said we had a good financial report and he would go over some of the highlights on our balance sheet.

Mr. Mullerleile said there was a new accounting standard that was implemented for all governments that leases buildings. Lease buildings will now show up as an asset and liability on our financial statements. He said there wouldn't be an impact on our income statement. Mr. Mullerleile stated that's why our assets went up to \$293,000 since the prior year. We also had a change to our capital budget when we added the Polaris. While our assets went down, our liabilities also decreased by \$128,000. While we added a lease liability, the PERS net pension liability dropped by \$372,000 and that was a big swing to the financial statements. Mr. Mullerleile said that was the balance sheet highlights.

Mr. Mullerleile said in terms of our income statement, there wasn't much of a change. On the budget actuals, report, our fund balance went up \$543,000 and that's good news. Revenues were consistent with what we expected. Expenses were under budget by \$188,000 in terms of what we spent and the contingency line item of \$350,000 wasn't spent at all and that's why the fund balance went up to \$543,000.

Chairperson Goede asked Mr. Mullerleile how our lease building is considered an asset and a liability when we don't own the building. Mr. Mullerleile said that we have agreed to a certain period of time to have the right to use the asset, while we don't own it, we have the right to use it. According to standards, as long as you have a right to use the asset while under a contract, that portion of the asset will reside on your financial statement. The building more like an intangible asset, because the property owner also lists the building as an asset on their balance sheet.

Mr. Mullerleile asked if there was any questions on the information he had presented.

Mr. Buckley stated that he has several questions. First question is on page four, under financial highlights, the third bullet indicates the fund balance is 118% of our fiscal year revenue for 2022. Do you have an opinion on what a reasonable level of reserves for a service district should be.

Mr. Mullerleile said having a years worth of expenses would be reasonable.

Mr. Buckley had a second question on page nine of the draft audit, can you explain the \$322,000 in deferred amounts related to pensions. I understand it's a future pension liability to PERS.

Mr. Mullerleile said as the net pension liability changes and it was a big change this year. There are various changes that occur in the assumptions and there are a number of assumptions, so the actuaries are estimating on what the investments are going to be and that changes year to year, and that change is amortized over five years.

Mr. Buckley said where does the net pension liability of \$484,000 fit into the deferred outflows of the \$322,000 and the deferred inflows of \$241,000. How do we reconcile those three numbers.

Mr. Mullerleile said he's not an actuary, but this information is what PERS provides every year and then another audit firm from NGO audits that information and then all that information is provided to all employers.

Mr. Buckley asked if he encountered any difficulties with the service district in terms of the audit that Moss Adams performed.

Mr. Mullerleile said there wasn't any difficulties. The one thing that he did find was that the beginning fund balance did not reconcile with last year's ending fund balance, so they had to make contact with the prior auditors to get the prior journal entries for the last five years. Going forward, we will work with Christina Schulz to make sure those are entered, so we have a clean slate for the 2023 audit.

Mr. Buckley asked if there were any difficulties getting the audit documentation you needed from the service district.

Mr. Mullerleile said no, everything he requested was provided and all questions were answered.

Mr. Buckley asked for a district that has a June 30th fiscal year, what's the time deadline for filing the audit with the State of Oregon without any extensions.

Mr. Mullerleile said with all governments in Oregon the deadline is December 31st. We will be on site September 6, 2023, with Christina Schulz and will provide draft financial statements by October 10, 2023, and the audit results will be presented to the board at the November 6, 2023, meeting.

Mr. Buckley asked if the five month delay the responsibility of Moss Adams.

Mr. Mullerleile said if we hadn't had an issue with the fund balance we would have been moving faster, but they also were working on bigger agencies.

Mr. Buckley asked what kind of fee adjustment is Moss Adams going to offer us due to the late issuance of the audit.

Mr. Mullerleile said there will be no fee adjustment.

Resolution: A motion was made by Mr. Buckley to acknowledge receipt of the draft audit for the fiscal year that ended June 30, 2022. Seconded by Mr. Zerzan; Unanimous.

VII. New Business:

A. Micro-Grant- Christina Schulz advised the board that Sgt. Schulz and I had applied for a micro-grant through Oregon Department of Transportation to purchase bike helmets for kids that don't have one or can't afford to buy one. We asked for \$5,000, but we were awarded a grant for \$1,000 to buy helmets. We will apply for this grant every year and with us providing statistics, I am hoping the grant money will increase over the years.

B. Election of board members :

Resolution: A motion was made by Ms. Waddell to nominate Rikki Goede to serve as Board Chair for the period July 1, 2023 through June 30, 2024. Seconded by Ms. Gibson; Unanimous.

Resolution: A motion was made by Ms. Goede to nominate Lee Ferguson to serve as Vice Chair for the period July 1, 2023 through June 30, 2024. Seconded by Ms. Waddell; Unanimous.

Resolution: A motion was made by Mr. Buckley to nominate Lee Ferguson to serve as Treasure for the period July 1, 2023 through June 30, 2024. Seconded by Ms. Waddell; Unanimous.

Resolution: A motion was made by Mr. Buckley to not fill the position of board secretary and to have the Police Departments Administrative Manager, continue to take notes of all board meetings. Seconded by Ms. Waddell; Unanimous.

VIII. Calendar:

The Board set the next meeting for Thursday, July 20, 2023, at 9:00 a.m. when it will review the following: Re-adoption of the code of ethics and the start of the district’s annual financial audit preparation.

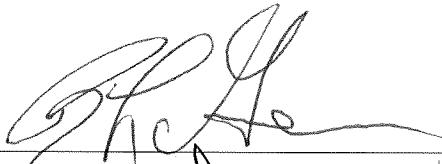
Executive Session:

Pursuant to ORS 192.660(2)(i), the Managing Board of the Black Butte Ranch Police Department entered into Executive Session at 10:13am to review the Chief of Police’s Annual Performance Evaluation. The Board returned to Regular Session at 11:20 am.

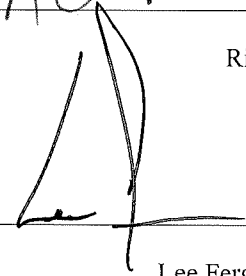
<p><i>Resolution: A motion was made by Ms. Waddell to accept the Chief’s Personnel Evaluation as presented. Seconded by Mr. Buckley; Unanimous.</i></p> <p><i>***Mr. Zerzan abstained from voting as conflict of interest***</i></p>
<p><i>Resolution: A motion was made by Ms. Goede to provide the Chief of Police a 2% bonus based on his current salary and the 5% COLA increase per the collective bargaining agreement. Seconded by Ms. Waddell; Unanimous.</i></p> <p><i>***Mr. Zerzan abstained from voting as conflict of interest***</i></p>
<p><i>Resolution: A motion was made by Ms. Goede to provide the Police Sergeant (Rob Schultz) the 5% COLA increase per the collective bargaining agreement . Seconded by Ms. Waddell; Unanimous.</i></p>
<p><i>Resolution: A motion was made by Ms. Goede to provide the Police Administrative Manager (Christina Schultz) with a 5% COLA increase per the collective bargaining agreement. Seconded by Ms. Waddell; Unanimous.</i></p>

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:23 a.m.


DATED this 24 Day of August 2023 for the Managing Board of Directors of the Black Butte Ranch Police District



Rikki Goede, Chairperson



Lee Ferguson, Vice Chairperson

ATTEST: 

Christina Schulz, Recording Secretary