



# Black Butte Ranch Police Department

Managing Board Meeting Minutes  
Meeting on July 17, 2025

This meeting was held in the North 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:**

Chair Susan Waddell, Jay Hamachek, Phil Zerzan, Caryl Gibson, Craig Miller and Rob Sumner.

**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 9:03 a.m.

## I. Approval Meeting Minutes

### A. May and June Minutes

<p><b>Resolution</b>  <b>Mr. Swan:</b> Moves to approve both May and June meeting minutes.  <b>Mr. Zerzan:</b> Second</p>	<p><b>Vote</b>  (c)Waddell           Aye  (vc)Hamachek       Aye  Gibson                Aye  Miller                 Aye  Sumner                Aye  Swan                   Aye  Zerzan                 Aye  <b>Motion Carried 7:0</b></p>
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B. Chair Waddell recognized the two new board members Craig Miller and Rob Sumner.

- Mr. Sumner previously sat on the board as the liaison from the Black Butte Ranch HoA board, is a full time resident and works at Glaze Meadow Golf. .
- Mr. Miller is a relatively new homeowner from the Portland area where he practices law.

## II. Public Comment

No public comments



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## III. Financial Report

Mr. Hamachek reported on the 2024-25 fiscal year, identifying both income and personnel were well within expectations. Mr. Sumner asked about a line under personnel for "CSO" which we do not have. Mr. Harrison will report back next month.

Chair Waddell asked Chief Rich if there was any consideration for bringing back a CSO position. Chief Rich stated that either that or perhaps a half-FTE would be more useful at this time.

Mr. Zerzan asked about citation income and if that included anything from the Ranch or just the state. Mr. Harrison stated that The District does not receive any income from Ranch Citations.

Mr. Hamachek notes that we will be moving from two banks to just one.

Mr. Harrison calls out a shortage in the ending fund balance of approx. \$100,000 as compared to what was delivered to the county in the expected budget. He explains that that was a result of normal spending and some pull-forwards over the final quarter that was unexpected when budgets were submitted.

Mr. Miller asked why the approved budget indicated there were 5 officers. Mr. Harrison explained that that was a reference to prior years' budgets when the department had five officers. It is not a reference to the FY '25 or FY'26 budgets. Chair Waddell added that the long-term objective was to get the department back to five officers and 24hr coverage.

Mr. Harrison discussed the schedule for the FY 2024-25 financial audit with an aggressive schedule bringing it to closure in September, however the board would have only a day to review the draft before the August regular meeting. The Board agreed to extend the time frame by one more month. This would provide much more time for the board to review the draft before the September meeting and then have Baker Tilly (new name, same auditors,) present the final document in September.

In closing, Mr. Hamachek emphasizes that the bottom-line summary is that the financials are healthy.

**No Vote was taken**



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## IV. Committee Reports

### A. Police Chief Evaluation Committee

Chair Waddell discusses the committee and provides an overview of the timeline.

1. Appoint committee in July. The committee will be the chair and two additional members.
2. In August they will meet with the chief to review the criteria, goals and questions used in interviews.
3. In September the work will be conducted.
4. The evaluation will be completed in October.

Chair Waddell, looking for Volunteers and/or nominations,

<b>Resolution</b> <b>Mr. Swan:</b> I nominate Phil. <b>Mr. Hamachek:</b> I Second that	<b>Vote</b> (c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Sumner Aye Swan Aye Zerzan <b>Motion Carried 6:0</b>
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<b>Resolution</b> <b>Mr. Sumner:</b> I volunteer <b>Mrs. Gibson:</b> I second	<b>Vote</b> (c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Sumner Swan Aye Zerzan Aye <b>Motion Carried 6:0</b>
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5. Police Chief Evaluation Form was also provided in the Meeting Packet.  
This includes criteria and ranking levels as well as a summary.

### B. Joint Access Committee

During the JAC, an agenda item was to discuss the citation review panel which turned into a discussion surrounding the process of how Ranch citations are handled. Similar to how the department receives a portion of ORS citations, the idea of the department receiving a portion of ranch fines was discussed. Mr. Zerzan stated that had a strong opinion that none of the funds should go to the police department, that issuing citations should not be incentivized, and another method of recouping costs should be looked at such as a services agreement.

Chair Waddell emphasized that personnel cost would not be a consideration.

Follow-up:

- Mr. Cummings is working with his legal advisors to ensure there is no issue with any form of reimbursement back to the department.
- Then look at the responsibilities of tracking citations
- Establish a review panel at the next HoA meeting next week

Mr. Zerzan suggests that the police board should codify the selection process of the panel as it is supposed to demonstrate due process.



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Chair Waddell clarifies that by rule, the BBRA board will make all appointments, but nothing about *how* they are selected, and it would be wise for the BBRSD board to make a recommendation on that process.

Chair Waddell, looking for Volunteers and/or nominations to be the BBRSD board representative on the Citation review panel.

<p><b>Mr. Miller:</b> <i>Volunteered and made a motion</i>  <b>Mr. Zerzan:</b> <i>second</i></p>	<table> <thead> <tr> <th colspan="2">Vote</th> </tr> </thead> <tbody> <tr><td>(c)Waddell</td><td>Aye</td></tr> <tr><td>(vc)Hamachek</td><td>Aye</td></tr> <tr><td>Gibson</td><td>Aye</td></tr> <tr><td>Miller</td><td></td></tr> <tr><td>Sumner</td><td>Aye</td></tr> <tr><td>Swan</td><td>Aye</td></tr> <tr><td>Zerzan</td><td>Aye</td></tr> <tr><td colspan="2"><b>Motion Carried 6:0</b></td></tr> </tbody> </table>	Vote		(c)Waddell	Aye	(vc)Hamachek	Aye	Gibson	Aye	Miller		Sumner	Aye	Swan	Aye	Zerzan	Aye	<b>Motion Carried 6:0</b>	
Vote																			
(c)Waddell	Aye																		
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Swan	Aye																		
Zerzan	Aye																		
<b>Motion Carried 6:0</b>																			

## V. Chair Report

No Report

## VI. Chief's Report:

### A. Personnel:

- Nothing to report.

### B. Activity Reports:

- Stats are available on blackbuttepolice.gov.
- Mr. Miller asks for clarification of a Walk and Talk:
  - Chief Rich explains that it is any interaction with a community member.
- Mr. Hamachek asked about calls for services of the Ranch and if that was typical seasonal changes.
  - Chief Rich explains that there is no historical data to compare that to yet.

### C. New Equipment:

- 817 – Taurus has been repaired and returned
- BolaWraps has been acquired, at no charge, from Bend PD.
- No Parking signs and traffic delineator

### D. Training Schedule:

- Chief Rich and Lt. Roberts will have several classes coming up in the future because of their recent change in positions.

### E. Old Business:

- Policy for department rifles was sent to our legal person and a few minor changes were made but overall it looks good.
- Parking control for large events. Trial over 4<sup>th</sup> of July was successful and a subsequent follow-up with Mr. Cummings.
  - Mr. Zerzan clarified that his prior concern was more focused on coordination with The Ranch of traffic/parking for large events.
  - Chief continued to say that they have had discussions with Mr. Cummings and Marketing to help facilitate the events.

### F. New Business:



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- Chief asked what the board thinks about fund raisers for equipment that we otherwise don't have budget for, such as a drone program.  
Chair Waddell noted there will likely be Ranch guidelines that would have to be followed.  
Mr. Zerzan suggests that given the vast legislation recently on drone use specifically, that it may be better to not have a large public event to raise money for it, but they could be an incredibly helpful tool.
- National Night out is August 5<sup>th</sup>

## VII. Administrative Manager Report

A. The detail report of the financial clean-up work is going to be rescheduled for August.

## VII. Executive Session

A. Begins at 10:40

<p><b>Resolution:</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. Swan:</b> second</p>	<p style="text-align: right;"><b>Vote</b></p> <p>(c)Waddell           Aye (vc)Hamachek       Aye Gibson                Aye Miller Sumner Swan                   Aye Zerzan                 Aye</p> <p style="text-align: right;"><b>Motion Carried 5:0</b></p>
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B. Executive Session ends at 11:03

## VIII. Old Business

A. Recognize Jil Click for her contribution to the Service District through her mentoring of Administrative Manager Bryan Harrison with QuickBooks and accounting in general at the department / board picnic.

## IX. New Business

A. Verizon FirstLine prioritized mobile service

<p><b>Resolution:</b> A motion was made by Mrs. Gibson to transfer mobile phone services from Verizon Commercial to Verizon Firstline if there is NOT an evergreen clause in the contract. <b>Mr. Sumner:</b> second</p>	<p style="text-align: right;"><b>Vote</b></p> <p>(c)Waddell           Aye (vc)Hamachek       Aye Gibson                Aye Miller                 Aye Sumner                Aye Swan                   Aye Zerzan                 Aye</p> <p style="text-align: right;"><b>Motion Carried 7:0</b></p>
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## X. Calendar



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Re-adoption of the director Code of Ethics.

<b>Resolution:</b> A motion was made by Mr. Zerzan to readopt the Black Butte Ranch Service District Board of Directors Code of Ethics. <b>Mrs. Gibson:</b> second	<b>Vote</b>
	(c)Waddell Aye
	(vc)Hamachek Aye
	Gibson Aye
	Miller Aye
	Sumner Aye
	Zerzan Aye
<b>Motion Carried 7:0</b>	

**NEXT MEETING DATE** – Thursday, August 21, 2025, at 9:00a.m.

**ADJOURNMENT:** Upon no further discussion, the meeting was adjourned at 11:21 p.m.

DATED this \_\_\_\_\_ Day of \_\_\_\_\_ 2025 for the Managing Board of Directors of the Black Butte Ranch Police District

\_\_\_\_\_  
Susan Waddell, Chairperson

\_\_\_\_\_  
Lee Ferguson, Vice Chairperson

ATTEST: \_\_\_\_\_

Bryan Harrison, Recording Secretary