



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on February 19, 2026

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, Caryl Gibson, Craig Miller, Rosemary Norton, David Bresinski, Jeff Swan

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. January Minutes

<p>Motion Mrs. Gibson: Moves to approve January 19, 2026 meeting minutes. Mr. Miller: Second</p>	<p style="text-align: right;">Vote</p> <p>(c)Waddell Aye (vc)Hamachek Aye Gibson Aye Miller Aye Swan Aye Norton Aye Bresinski Aye</p> <p style="text-align: right;">Motion Carried 6:0</p>
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II. Public Comment

Kristina Derksen, whose father was a former Black Butte Ranch homeowner, spoke to the board about factors that she believes contributed to her father's death.



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III. Financial Report

Mr. Hamachek updated the board on the January financials.

Income and spending are generally within expectations. February Financials will reflect the changes in the new CBA.

- **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.
The one outlier in January was three payments to TDS. This was due to a change in billing systems by TDS that removed the automatic payment. The new autopay was setup and the account is now current.
- **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 not 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.
 - 7220 has no spending yet as that was but was paid in full and will be seen next month.

Mr. Bresinski asked about the PERS contributions being out of alignment with payroll. Mr. Hamachek stated that they are below the expected percentage because the new contract had not yet been signed as of the end of January. Mr. Harrison added that they were also a little behind in their payments due to some issues he has had with properly inputting some records.

Mr. Bresinski asked what services we pay Deschutes County 911 for. Mr. Harrison stated that there are three components involved. We pay for the centralized Deschutes County dispatch services, payments towards a radio purchase and basic IT support services.

Mr. Bresinski asked about the legal services we use from the county. Mr. Harrison indicated that we pay for the services as they are billed and that we received our first bill from them that is inclusive of all of calendar year 2025. We pay the hours at an Actual Cost of Services (ACS) rate.

Mr. Harrison updated the Board to a change in the Income and Expense report. That report was configured for accrual reporting when it should have been cash based. This caused there to be a major missing item in the original report and possibly more in previous reports. The report has been updated to be on a cash basis. To ensure that the board has a complete picture, Mr. Harrison included all the reports for the entire fiscal year using the cash basis.



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<p>Motion Mr. Swan: Moves to approve January 2026 financials Mrs. Norton: Second</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>Aye</td> </tr> <tr> <td>Swan</td> <td>Aye</td> </tr> <tr> <td>Norton</td> <td>Aye</td> </tr> <tr> <td>Bresinski</td> <td>Aye</td> </tr> <tr> <td colspan="2">Motion Carried 7:0</td> </tr> </tbody> </table>	Vote		(c)Waddell	Aye	(vc)Hamachek	Aye	Gibson	Aye	Miller	Aye	Swan	Aye	Norton	Aye	Bresinski	Aye	Motion Carried 7:0	
Vote																			
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Motion Carried 7:0																			

Audit Update

Chair Waddell updated the board that the audit is not complete, and a second extension has been filed. A local accountant was located to be a resource to assist Mr. Harrison as needed.

Mr. Miller asked about the request for Baker Tilly’s hourly rate on the audit work. Chair Waddell explained that that was related to an Inter-Governmental Agreement that the County Internal Auditor requested of us. Chair Waddell stated that the document has gone through some revisions and the final document was sent to the County the week prior and that she had not yet heard back from them.

IV. Committee Reports

A. Joint Access Committee

The JAC met for the first time in almost a year. At that time Kyle Cummings recognized that it had come to the point where the JAC objective had become a management action and formed a management access committee. They are working to implement new technologies that would allow for new means of access for homeowners and guests including single and multi-time QR code passes eliminating most all pins with an exception for Emergency Services and temporary exception for golfers arriving before the Welcome Center is open. Chief Rich added that a pin had been created for dispatch to provide access after the Welcome Center has closed instead of having a DCSO deputy drive out to provide access. Additionally, the new system will allow any homeowner to have a picture ID card for access. The picture ID card will also be required to place charges on a homeowner account.



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B. Citation Review Committee

The Citation Review Panel (CRP) orientation meeting is scheduled for Saturday, February 28 at 1pm. The schedule for the CRP is expected to be created at that meeting. Mr. Hamachek asked when the Panel will start to review citations that have requested an appeal. Chief Rich indicated that that is currently unknown. Based on the progress made to date, the consensus discussion reflected deep concern for how effective this panel will be and the effect it could have on the officers. Chair Waddell stated that she brought her concerns up with BBR CEO Kyle Cummings expressing how important this component is to the enforcement of Ranch Rules. Chief Rich stated that he will bring these concerns up in the meeting on February 28.

V. Chair Report

No Report

VI. Chief's Report:

A. Personnel

- Officer Fetherolf will continue to be out through February.
- Officer Schneider will be out on medical leave from mid-March through Mid-June on a non-work-related injury.

B. Activity Reports

- Stats are available on blackbuttepolice.gov.

C. New Equipment

- None to report

D. Training Schedule

- Carly's law training update attended by Chief Rich, Lt. Roberts and Officer Lontrato at Bend PD.
- Trauma-Informed Care Training attended by Lt. Roberts at Bend PD.
- Due to staffing issues, department wide training originally scheduled for January and pushed to February will be postponed until Spring.
- The department has begun using an online training service for officers.
- Chief Rich and Lt. Roberts are planning on attending the 2026 OACP Conference at Camp Pendleton, May 12-15.

E. Old Business

- **Collective Bargaining Agreement:** The CBA was signed by the Governing Board on Jan 28th.
- **ORS Enforcement:** Chief Rich met via Zoom with Rep Levi's on January 26 and explained the issues, to which she was very positive and willing to sponsor a bill on our behalf in the 2027 session. Chief Rich has the deliverable of creating the "problem statement" to get the process initiated.



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F. New Business

- **Photographer:** Chief Rich would like to have some stock photos and headshots for the website and is asking if anyone could recommend someone local that would be able to provide something more than what the typical consumer can produce.
- **Board Finance Advisors:** Chief Rich will be setting up a meeting in the next week or so to review the FY2026-27 budget.
- **Accreditation:** Chief Rich has filed for an extension that will last through October 31st to gather all the required material for accreditation through the Northwest Accreditation Alliance.

Mr. Hamachek asked about what type of release is required to return to duty after a non-work injury. Chief Rich stated that he provides the current Job Description which includes physical demands. DPSST also has a comprehensive form that includes the Critical & Essential Tasks.

<https://www.oregon.gov/dpsst/CJ/CJForms/F2CriticalEssentialTasks-POLICE.pdf>

Mr. Hamachek requested that we update the board member list, photos and bios on our website.

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 10:19pm

<p>Motion: A motion was made by Mrs. Gibson 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. Miller: Seconded</p>	Vote	
	(c)Waddell	Aye
	(vc)Hamachek	Aye
	Gibson	Aye
	Miller	Aye
	Swan	Aye
Norton	Aye	
Bresinski	Aye	
Motion Carried 7:0		

Ended 10:52pm



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VIII. Old Business

A. COLES MOU

Chief Rich stated that the MOU has been signed, but there is a significant gap in funding as the primary source of funding was asset forfeiture and those have slowed considerably. Additionally, there are several large cost items that are coming up in the next couple of years. An assessment has been made that if everything stays status quo, everyone's cost will double. The team is working through areas they can reduce this risk.

B. Part-Time Officer Program

Chief Rich updated the board on the plans for hiring non-FTE staff. The position name will have to be called an "On-Call" position due to legal requirements.

The application is ready to be published on the website and there are a few locations such as the OACP website, where the position will be posted.

Once applicants have been screened, an interview committee will be required. Volunteers were taken with Craig Miller, Dave Bresinski and Rosemary Norton participating.

IX. New Business

A. Contract with MASA (Medical Access & Service Advantage)

Mr. Harrison explained that this is an existing service that terminated the plan we participated in place of a plan with a near equivalent plan with an increased price point. The program is a pass-thru program where the District makes payroll deductions and then pays MASA directly. Because we are making the payments on behalf of the employees, the contract is required. Six of the seven employees participate in the program.

B. Spending Approvals:

- i. None

X. Calendar.

A. Strategic Plan

Chief Rich presented to the board the progress made on the five-year strategic plan including:

- Emergency Preparedness Team established in the Spring of 2025.
- Movement from paper to electronic forms and reporting for internal processes.
- Adding modern laser and radar units.
- Creating the position of Public Information Officer

B. Review Calendar

The most recent calendar is available on the board resource website

NEXT MEETING DATE – Thursday, March 19, 2025, at 9:00a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:31 a.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