Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on September 17, 2026

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, Caryl Gibson, Rosemary Norton, Allan Dulwick

Members Absent: Craig Miller, David Bresinski

Others Present: Chief of Police Todd Rich, Lt. Andrew Roberts, Admin Manager Bryan Harrison

I. CALL TO ORDER:

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

II. APPROVAL MEETING MINUTES

A. August Minutes

Motion	***Vote***	
Mrs. Gibson: *Moves to approve August 20, 2026 meeting minutes.*	***(c)Waddell***	***Aye***
Mr. Hamachek: *Second*	***(vc)Hamachek***	***Aye***
** Mr. Dulwick abstained noting he was not present for the August meeting.*	***Gibson***	***Aye***
	Miller	***np***
	Norton	***Aye***
	Brezinski	***np***
	Dulwick	***np***
	Motion Carried 4:0:1	

III. PUBLIC COMMENT

- No members of the public were present; no public comment was received.

IV. FINANCIAL REPORT

A. Financial Status Report

- Treasurer and Vice Chair Jay Hammachek reported on the year-to-date financials noting specific items that stood out.
- Citation revenue was 15.4% of the annual budget in July and 31.6% in August, 16.7% into the fiscal year. Mr. Harrison noted that that revenue is typically 3-6 months delayed.
- Mr. Hamachek noted the higher-than-expected workers compensation premium adding details from the FY27 policy where the experience modifier increased due to a claim in 2025 and will increase next year due to payments made before a claim was denied in 2026.
- Mr. Harrison added that the patrol officer insurance rates rose roughly 50% from 2.08% to 3.06%, accounting for the vast majority of the unexpected increase, adding that rates are established on a nationwide basis.
- Materials/Services lines to monitor include 7600 - Professional Services which encapsulates the cost of hiring new officers, (background check and health screening predominantly,) which is currently at 139% of the full year budget.

Motion	Vote	
Mr. Dulwick: *Moves to approve July, 2026 Financials.*	***(c)Waddell***	***Aye***
Mrs. Norton: *Second*	***(vc)Hamachek***	***Aye***
	Gibson	***Aye***
	Miller	***np***
	Norton	***Aye***
	Brezinski	***np***
	Dulwick	***Aye***
	Motion Carried 5:0	

Motion	Vote	
Mr. Dulwick: *Moves to approve August 2026 Financials.*	***(c)Waddell***	***Aye***
Mrs. Gibson: *Second*	***(vc)Hamachek***	***Aye***
	Gibson	***Aye***
	Miller	***np***
	Norton	***Aye***
	Brezinski	***np***
	Dulwick	***Aye***
	Motion Carried 5:0	

V. COMMITTEE REPORTS

A. New Officer Interview Committee

- Most recent candidate did not pass background check; the full-time patrol vacancy remains open.
- Board discussed options: reopen a full recruitment process; or leave the position unfilled through winter.
- Mr. Harrison noted the pending litigation should be considered.
- Chief Rich noted winter call volume is lighter and coverage is manageable short-term.
- Board consensus: leave the position unfilled for now, revisit at the November meeting, and plan to reassess again in January with more info on the litigation.
- Board directed that when a new process opens, it should be posted early (as early as December) and kept open longer to build a larger candidate pool.
- Discussion of on-call/part-time hour limits: PERS caps at 600 hours/year; limits apply to not-qualify for health insurance and DPSST limits apply to remain “reserve”.

B. Chief Evaluation Committee

- Committee (Chair Waddell, Jay Hamachek, David Brezinski) has revised the evaluation form, based on the Chief's job description and employment contract.
- Evaluation forms distributed to board members; due back to Chair Waddell before September 30, 2026.
- Interviews being conducted with Bob Chamness (BBR HOA Board Chair) and Ty Rupert (Sheriff), Jeff Swan, and management staff including CEO Kyle Cummings, Jill Rivoli, CFO Brian Burns, and Fire Chief Jason Ellison.
- Committee will compile all input, meet to prepare the final evaluation, review it with the Chief, and present the completed evaluation at the October meeting.

CHAIR REPORT

None

VI. CHIEF'S REPORT

A. Personnel:

- Lieutenant Andrew Roberts received his police officer management certificate.
- Officer Graciani Valderrama has passed background; medical and psychological evaluations scheduled in the next 1–2 weeks.
- Department completed its first full round of employee evaluations under the updated policy — first time in three years.
- Former Officer Craig Cunningham has been placed on a Tier 2 Brady list by the District Attorney's office; the DA's office require BBRPD Department approval permitting him to testify on behalf of the Department. Once approved by the Department, the DA's office will be required to notify defense counsel of truthfulness/dishonesty concerns before he can testify. Chair Waddell noted the board should not discuss this matter in further depth in open session beyond what the DA's office has made public.

B. Activity Reports:

- Stats are available on blackbuttepolice.gov.

C. Training Schedule:

- Once all officers are onboard, a new training schedule will be started.

D. Old Business

- Legislative requests have been submitted by Rep. Levy's office to Legislative Counsel and are under review.

E. New Business

- Chief Requested the Labor Negotiation Team start organizing
  - Current labor contract expires in mid-2027; board discussed forming the negotiation team early.
  - Negotiation team for the upcoming cycle: Jay Hamachek and Craig Miller
- National Coffee with a Cop Day event scheduled for Wednesday, October 7, 9:30 a.m. at Lakeside Bistro.

VII. OLD BUSINESS

A. Governing Board

- Mr. Harrison to follow up on scheduling with Deschutes County Commissioners.

B. Patrol Room Refresh

- Board previously authorized $30,000 for the refresh; final cost exceeded the authorization by $1,945.24 due to professional drywall repair after more extensive work on the walls by the electrician.
- No further purchases related to the refresh are anticipated; remaining work is administrative.

Motion	***Vote***	
Chair. Waddell: *Moves to formally acknowledge that the patrol room refresh expenditure exceeded the authorized amount by $1,945.24 and that the board supports the expenditure.*	***(c)Waddell***	*Aye*
	(vc)Hamachek	*Aye*
Mrs. Norton: *Second*	***Gibson***	*Aye*
	Miller	*np*
	Norton	*Aye*
	Brezinski	*np*
	Dulwick	*Aye*
	Motion Carried 5:0	

C. Policy Manual – First Reading

- Draft policy manual grew from 23 to 33 pages, incorporating SDAO reference materials and the district's 2018 manual.
- Oath of Office language to be corrected to reflect that board members are appointed/approved by the Deschutes County Commission, not sworn in by a judge or notary.
- Board to formally adopt Robert's Rules of Order as its operating procedure at each fiscal year's first meeting, per policy manual requirement.
- Discussion of availability for public inspection: The manual will be maintained as a controlled electronic copy on the district website; any printed copy will be marked as an uncontrolled copy.
- Interpreter services: Oregon law requires 48 hours' notice and provision of an interpreter for hearing-impaired individuals; SDAO and the county courthouse maintain interpreter lists.

- Definition of "media" for purposes of excluding media from executive session remains unresolved; board agreed a media credential should be required, and a self-identified blogger would not qualify.
- Board must provide public access to any streamed sessions; Harrison is researching implementation.
- Administrative Authority section (financial reporting duty) conflicts with current practice — job description and employment contract state the Chief presents monthly financials to the board, but the Treasurer currently does so. Board discussed and agreed to keep the Treasurer as the presenter and to remove the conflicting references from the Chief's job description and employment contract for the next meeting, while retaining language that the Chief bears ultimate responsibility for the district's finances.
- Board to add an annual policy manual affirming receipt and understanding of the policy manual.
- Second reading of the policy manual will incorporate comments from Craig Miller and David Brezinski and is planned for the October meeting.

VIII. NEW BUSINESS

None

IX. CALENDAR.

A. Animal Shelter MOUs:

- Bright Side has signed but it was discovered that there are some gaps and needs to be updated again. The Humane Society MOU still needs to be finalized and updated. Agreement provides for the district's daily boarding rate of $30/day for up to 3 days.

B. Black Butte Ranch Corporation & Association

- Still outstanding; awaiting a signed copy. Two agreements auto-renew annually and remain in effect but have not been collectively updated since 2019

C. Worker’s Compensation Policy Renewal

- Mr. Hamachek reviewed during the financials.

D. Audit

- August–October audit work is underway.

NEXT MEETING DATE – Thursday, October 15, 2026, at 9:00 a.m.

Motion:	***Vote***	
*A motion was made by **Mrs. Gibson** to adjourn.*	***(c)Waddell***	***Aye***
***Mrs. Norton:** Seconded*	***(vc)Hamachek***	***Aye***
	Gibson	***Aye***
	Miller	***np***
	Norton	***Aye***
	Brezinski	***np***
	Dulwick	***Aye***
	Motion Carried 5:0	

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:21 a.m.

DATED this _____ Day of _____ 2026 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