



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on June 18, 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, Craig Miller, Rosemary Norton, David Bresinski, Jeff Swan

Members Absent: Caryl Gibson

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

Public Member: Allan Dulwick

I. CALL TO ORDER:

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

II. APPROVAL MEETING MINUTES

No minutes were available for approval this month. With limited part-time hours, Mr. Harrison prioritized completing the financials given the approaching fiscal year end. April, May, and June minutes will be presented for approval in July.

III. PUBLIC COMMENT

No member of the public had any comments.

IV. FINANCIAL REPORT

A. Financial Status Report

Mr. Hamachek reviewed the April and May financials.

- LGIP interest income tracking well, returning about 4.5%.
- PTO payout line reflects a payment tied to a former officer's separation.
- Workers' compensation premium expected to rise due to two claims (one last year, one this year).
- Increase phases-in gradually via the experience-modification factor.
- Professional services and Legal are expected to increase due to ongoing labor-related matters.
- Washington Federal account: Mr. Harrison working to close it out this month.
- Small unresolved negative balance in accounts payable being investigated.

Motion	Vote
Mr. Swan: Moves to approve the April 2026 financials	(c)Waddell Aye
Mr. Hamachek: Second	(vc)Hamachek Aye
	Gibson np
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0



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Managing Board Meeting Minutes
Meeting on June 18, 2026

Motion	Vote
<i>Mrs. Norton: Moves to approve the May 2026 financials</i>	(c)Waddell Aye
<i>Mr. Swan: Second</i>	(vc)Hamachek Aye
	Gibson np
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0

B. Audit Update

- Auditor requested all 2026 board meeting minutes plus one from February 2025.
- Also requested a memo from Mr. Harrison on a previously raised fraud concern.
- State confirmed no extension was granted beyond the April 30 deadline.
- A fine to the District could result.
- FY2025 audit not expected to be complete until mid-July.
- Board agreed completing outstanding minutes is a priority to support the audit.
- Board discussed ongoing frustration with the pace of the audit process.
- Agreed to review the auditor relationship and raise concerns with the County, rather than switch auditors.
- Mr. Bresinski reviewed the County's new 2-year audit services contract.
- Recommended pricing Option B as the fairer structure; contract already executed by the County.
- Mr. Bresinski also reviewed the draft FY2025 audit report: District's finances are in order, net position increased, no red flags.
- Auditor's recommendations include completing prior-year adjusting entries and strengthening cash controls for events such as fundraisers.

C. Year-End Estimate

- Total income expected to finish the fiscal year roughly \$70,000 over budget.
- Driven by property tax, LGIP interest, and citations.
- Personnel expenses expected to run under budget due to being short staffed.
- Materials & services expected to run about \$50,000 under budget.
- Board noted a financial contingency: a pending arbitration matter could require reinstatement and back pay for a former employee.
- Agreed this should be disclosed to the auditor as a note for the current audit cycle.



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Managing Board Meeting Minutes
Meeting on June 18, 2026

V. COMMITTEE REPORTS

A. Officer Selection Interview Committee

- Two full-time positions and one on-call position posted; 11 applications received.
- 5 of 11 applicants have prior law-enforcement experience.
- Field narrowed to 5 candidates for full-time roles and 1 for the on-call role.
- Interviews scheduled for July 1, noon to 6:00 p.m.
- Committee: Craig Miller, Rosemary Norton, Bryan Harrison, Lt. Roberts, and Officer Lontrato.

B. Legislative / Ordinance Initiative

- District continuing to pursue legislative change enabling enforcement behind the gate and local ordinance authority.
- Met with County representatives June 12
- Chief Rich to present the initiative to the BBR HOA Board in July for broader support.
- Board discussed narrowly-scoped statutory language specific to Black Butte Ranch.
- Also discussed mechanisms for holding renters and owners accountable for citations.

C. BBR Governing Board Relationship

- Board discussed scheduling a relationship-building meeting with the County's Governing Board.
- Board has expanded from 3 to 5 commissioners; 2 seats pending a November runoff.
- Meeting considered for late August or early September.

VI. CHAIR REPORT

No Report

Chief's Report

A. Personnel

- Officer Joe Schneider resigned from the Department effective June 8, 2026.
- An on-call/lateral hire candidate is in the background-check process, expected to finish within about 4 weeks.
- Psychological and physical evaluations to follow background completion.
- Seasonal bike-patrol program is still in development; not yet advertised.
- Full rollout likely in spring 2027 once policies are finalized.
- Mr. Harrison has returned to work part-time (2 days per week) following medical leave.

B. Activity Reports

- Stats are available on blackbuttepolice.gov.
- Board noted the reports are useful in demonstrating the department's level of activity.

C. New Equipment

- Purchased an electric chainsaw for emergency-preparedness use, part of the department's strategic plan.



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Managing Board Meeting Minutes
Meeting on June 18, 2026

D. Training Schedule

- No major training report this month.
- Upcoming training will focus on onboarding new hires and qualification sessions.

E. Old Business

- First ERB hearing on the pending unfair labor practice complaint held June 4 (virtual).
- Hearing continued to June 30 after the scope of issues raised expanded.
- Hearing dates for a separate pending arbitration matter expected mid-January 2027.
- Board may need to adjust its meeting schedule to accommodate those dates.

F. New Business

- July 4th event preparations underway, including the dunk tank and water slide.
- Chief proposed hiring a photographer for board/staff portraits and department website content. Estimated cost \$1,800 for content plus \$500 for headshots.
- Board expressed general support for the photography project.
- Chief proposed moving the pay cycle from semi-monthly to biweekly, targeting August 2026.
- Change requires a Memorandum of Understanding with the union since pay cycle is set in the CBA.
- Board acknowledged the update; formal board approval is not required.
- Board confirmed the Chief may proceed to execute the MOU once finalized with the union.

VII. ADMINISTRATIVE MANAGER REPORT

- Board resource website: Mr. Harrison to resend access confirmation and streamline it to current documents only.
- Board Training: Mrs. Norton and Mr. Dulwick still need to complete the required public meetings law training.
- Chair Waddell, Mr. Hamachek, Mr. Swan, and Mr. Miller already satisfied the requirement via a prior full-day session.
- District Board Policy Manual: draft update in progress.
- Draft to be circulated to Mr. Miller and Mr. Bresinski for review ahead of the July meeting.
- All board members are required to take the oath of office at the July meeting.

VIII. OLD BUSINESS

None



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Meeting on June 18, 2026

IX. NEW BUSINESS

A. Spending Approvals

1. Office Refresh

- Chief Rich presented finalized office redesign plans, including five workstations, a movable center table, a wall badge, the previously purchased interactive display, a fifth workstation and memory upgrades for existing workstations.

Motion	Vote
Mr. Swan: Moves to approve spending on the office remodel, not to exceed \$30,000.	(c)Waddell Aye
Mr. Hamachek: Second	(vc)Hamachek Aye
	Gibson np
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0

2. Ballistic Shield

- Chief Rich and Lt. Roberts requested authorization to purchase rifle-rated ballistic shields for officer safety, citing the department's rural, often solo-response operating environment.

Motion	Vote
Mr. Miller: Moves to authorize the purchase of up to two ballistic shields, not to exceed \$15,000 total, using unspent current-year budget funds.	(c)Waddell Aye
Mrs. Norton: Second	(vc)Hamachek Aye
	Gibson np
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0

X. CALENDAR.

A. Bright Side Animal Shelter & Humane Society of Central Oregon MOUs

- Annual renewal of the District's animal-care partnership agreements.
- Terms unchanged from the prior year; no cost unless animals are boarded.

Motion	Vote
Mr. Swan: Moves to approve the renewal of the Bright Side Animal Shelter MOU and the Humane Society of Central Oregon MOU.	(c)Waddell Aye
Mr. Hamachek: Second	(vc)Hamachek Aye
	Gibson np
	Miller Aye
	Swan Aye
	Norton Aye
	Brezinski Aye
	Motion Carried 6:0



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B. Black Butte Ranch Corporation / Association Service Agreements

- Board reviewed aging service agreements
- Board directed the Chief to prepare updated, consolidated documents with an accurate service description and current ranch-rules exhibit, in consultation with legal counsel.
- Board agreed to review these agreements annually going forward.

C. Deschutes County 911 Radio Service Agreement

- Annual equipment and services MOU reviewed; already current and executed.
- No board action required.

XI. RECOGNITION

This was Mr. Swan's final meeting; his second term concludes June 30, 2026. The board thanked him for six years of service on the Managing Board.

NEXT MEETING DATE – Thursday, July 16, 2026, at 9:00 a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 11:42 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