



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on July 16, 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, Craig Miller, David Bresinski, Allan Dulwick

Members Absent: Rosemary Norton

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

I. CALL TO ORDER:

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

II. APPROVAL OF MEETING MINUTES

No minutes were available for approval this month. Although Mr. Harrison has returned to full-time hours as of this past week, a backlog of public records requests, arbitration-related requests, and other administrative demands delayed drafting. Mr. Harrison and Chief Rich are working on a revised prioritization process, including possible use of AI-assisted tools, to help catch up going forward.

III. PUBLIC COMMENT

None

IV. FINANCIAL REPORT

A. Financial Status Report

Mr. Hamachek reviewed preliminary year-end (FY 2025-26) financial figures. Final numbers will be presented for approval at the August meeting alongside the completed audit.

- Interest income shifted from checking account toward the higher-yield LGIP account.
- Special/traffic-enforcement grant spending down due to reduced staffing capacity for overtime.
- Chief and Lieutenant absorbed significant uncompensated overtime as exempt management.
- Board thanked them for the extra hours.
- PERS/benefit-fund line reflects catch-up from prior overpayments; a remaining discrepancy is still being resolved.
- Health insurance costs reflect terms of the new collective bargaining agreement.
- Advertising/elections line reflects cost of required legal-notice publication.
- Department switching from the Bend Bulletin to the Nugget for required notices, given wider local readership.
- Nearly everything except vehicles is now booked as non-capital, a change from prior practice.
- Professional services line reflects the outside investigator's cost, which is inherently unpredictable.



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on July 16, 2026

- A brief negative float (\$33,133.20) occurred in the operating account due to check-clearing timing; resolved within days.
- Board asked that transfers be completed before checks are issued going forward.
- Board and staff discussed lessons learned from the first full budget cycle, including more detailed expense tracking.
- Discussed the value of a small contingency line for unpredictable costs, such as aging mobile radios and an unbudgeted IT service contract that came due unexpectedly.
- Upcoming CBA negotiations, beginning this year, are expected to affect future budgets in ways not yet known.

B. Audit Update

- Auditor will not be able to complete the FY 2024-25 audit report until August.
- Auditor to present the completed report in person at the August meeting.
- Mr. Harrison has provided the auditor all board minutes through March.

V. COMMITTEE REPORTS

A. Officer Selection Interview Committee

- Interviews conducted July 1
- Conditional offers extended to two full-time candidates: Sean Harris (retiring officer, Portland PD) and Keegan Woodrich (Bend).
- Both accepted and are in background investigations.
- District engaged a second background investigator to keep the process on schedule.
- Target completion around mid-August, pending background, medical, and psychological evaluations.
- One on-call position also filled: Graciani Valderrama accepted an offer; background investigation will start after others have completed.
- His onboarding will follow the two full-time hires.
- A significant onboarding effort is anticipated in August and September.

VI. CHAIR REPORT

No Report

VII. CHIEF'S REPORT

A. Personnel

- Ron Tinseth (on-call hire) nearly finished field training.
- Expected to work independently soon, including shifts supporting an upcoming traffic-enforcement grant program.



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on July 16, 2026

B. Activity Reports

- Note of praise for Officer Fetherolf this month.
- Thank-you letter received from the Sheriff's Office for covering the West End during their annual awards event.
- Board member commended an officer for diligence in checking a residence after a security-camera alert.
- July 4th event was a success bringing in a record \$690 this year after parade and dunk tank were relocated to a new spot this year.
- Board noted recent wildlife activity near the ranch, including a mountain lion with cubs near the Suttle Lake trail.
- Discussed the importance of public safety awareness without causing undue alarm.

C. New Equipment / Facilities

- Office refresh project progressing: electrical rough-in complete, drywall nearly finished.
- Office furniture delivery scheduled August 5; painting to be completed within two weeks.
- Chief to invite the board to view the finished space.
- Purchased a pressure washer (\$1,300) for vehicle washing.
- Department will cancel its outside car-wash subscription (about \$1,700/year), expecting savings.

D. Training Schedule

- Chief attended FBI leadership/supervisor training.
- Officer Fetherolf scheduled for Field Training Officer certification school in Ontario, Oregon.
- This will support training of incoming new hires.
- Quarterly in-person training with the District Attorney's office continues.
- Lt. Roberts to attend a national Internal Affairs investigations training and certification course in Las Vegas in late November.

E. Old Business

- Two full days of ERB hearing completed on the pending unfair labor practice complaint.
- A final hearing day is expected July 28.
- Chief Rich reported the department's case remains strong.
- Written briefs and a ruling are expected to take several months following the final hearing day.
- Two citations issued by Chief Rich were appealed through the Citation Review process; both appeals were denied.

F. New Business

- National Night Out: Tuesday, August 4, 5:00-7:00 p.m., at the NRC lawn.
- Similar activities to prior years planned, including D.J., dunk tank, slip-n-slide, and Kona Ice.
- Chief will be traveling during the August board meeting and will attend remotely.



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on July 16, 2026

VIII. ADMINISTRATIVE MANAGER REPORT

None

IX. OLD BUSINESS

A. Black Butte Ranch Corporation / Association Service Agreements

- Mr. Harrison reviewed the agreement structure for the board: a Police Services Agreement and a payment agreement with each of the Corporation and the Association.
- Payments have been flat for over 20 years: \$1,000/month from the Corporation, \$100/month from the Association.
- Last formally renewed in 2019; a complete historical document set could not be located, so updated documents are being assembled.
- Board discussed the importance of publicizing that the Police Department is funded through property taxes as the Black Butte Ranch Service District, separate from the Corporation and Association budgets.

B. Legislative / Ordinance Initiative

- Draft statutory language circulated to Chief Rich and BBR representatives Kyle Cummings and Bob Chamness for feedback; awaiting further response.
- Language is narrowly scoped to traffic and adopted Ranch rules, with an opt-in mechanism for similar communities.
- Chief Rich to present the initiative to the BBR Governing Board in September.
- A state legislator familiar with the Ranch has agreed to sponsor the legislation.
- Board discussed inviting her to the planned meeting with County Commissioners.
- Board agreed to wait to schedule that meeting until new commissioners are seated in January.

C. Animal Control MOUs

- Humane Society of Central Oregon and Bright Side Animal Shelter have agreed in principle to renew.
- Chief awaiting final signed copies.

X. OLD BUSINESS

None

XI. NEW BUSINESS

A. Spending Approvals

None



Black Butte Ranch Police Department

Managing Board Meeting Minutes
Meeting on July 16, 2026

XII. CALENDAR

A. Code of Ethics (Annual Readoption)

- Mr. Harrison presented a revised Code of Ethics based on current SDAO model language.
- Noted the District's current version is outdated.
- Given limited time for board review, the board will review the proposed revisions over the next month.
- Board to act on the revisions at the August meeting.

NEXT MEETING DATE – Thursday, August 20, 2026, at 9:00 a.m.

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:23 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