

Black Butte Ranch Police Department



Managing Board Meeting Minutes
November 16, 2023

This meeting was held in the South 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:

Rikki Goede, Lee Ferguson, Susan Waddell, Caryl Gibson, and Stephen Buckley (Via Zoom)

Members Absent:

Phil Zerzan and Jeff Swan

Others Present:

Chief of Police Jason Van Meter, Sgt. Robert Schulz, Administrative Manager Christina Schulz, and Kevin Murrerleile (Via Zoom)

Others Absent:

None

CALL TO ORDER: Chairperson Rikki Goede called the meeting to order at 8:59 a.m.

AGENDA:

I. Approval of the October 6, 2023, Meeting Minutes:

Caryl Gibson advised the word "chairperson" in front of her name, under members absent needed to be removed.

Resolution: A motion was made by Ms. Waddell that the board approve the October 6, 2023, meeting minutes. Seconded by Ms. Gibson; Unanimous.

II. Public Comment:

No public comments.

III. Financial Report:

Mr. Ferguson wanted an explanation of the Chief's salary for the months of August and September before the financials are approved.

Administrative Manager Christina Schulz wanted to thank Chairperson Goede and Mr. Ferguson for finding the inconsistencies in the reports regarding the Chief's salary and PTO payoff. Ms. Schulz stated the following were the figures for Chief's salary per month:

July 15, 2023

\$4754.53 (80 hours of regular pay)

Bonus = \$2173.56 (2.5% bonus based on salary up to June 30, 2023)

Gross total \$6928.09

July 31, 2023

\$4754.53 (80 hours of regular pay)

July Grand Total \$11,682.62

August 15, 2023

\$4754.53 (80 hours of regular pay)

August 31, 2023

\$4754.53 (80 hours of regular pay)

\$2194.40 (Cash out of 40 hours of vacation pay)

August Grand Total \$11,703.46

September 15, 2023

\$4754.53 (80 hours of regular pay)

September 30, 2023

\$4754.53 (80 hours of regular pay)

September Grand Total \$9509.06

October 15, 2023

\$4754.53 (80 hours of regular pay)

October 31, 2023

\$4754.53 (80 hours of regular pay)

October Grand Total \$9509.06

Ms. Schulz said the month of July 2023 is correct. August 2023, Ms. Schulz needs to move the \$2194.40 (Cash out of 40 hours of vacation pay) to line item 6025 PTO Payoff. September 2023 Ms. Schulz had to call Heartland (Payroll company) to find out why Chief was showing another \$2,194.40 (Cash out of 40 hours of vacation pay) when the Chief didn't cash out another 40 hours of vacation pay, and he didn't receive the \$2,194.40 on his paycheck. According to Ms. Schulz, the Chief only received his regular pay of \$4,754.53 on September 15, 2023. When Heartland looked at their records, they realized they had made a mistake and forgot to uncheck the box for an extra 40 hours of vacation cash out. Heartland advised they would fix the problem on their end. Heartland sent Ms. Schulz corrected paperwork to put with the Department files, but she was not able to fix QuickBooks to reflect the change or that would be considered "cooking the books." Ms. Schulz has documentation of the correction, and it has been filed with payroll for September 15, 2023. Ms. Schulz will make the corrections on the September financials to show the Chief received a grand total of \$9,509.06 for the month.

Ms. Schulz advised that the month of October was correct and that she would go back through all the financials starting July 2023 and get all the numbers correct for Chief's salary and PTO Payoff line items.

Mr. Ferguson wanted to know why the range supplies percentage was so high and Chief Van Meter explained the department had to buy more ammo which caused the line item to be a higher percentage for this time of year.

Chairperson Goede wanted to know why vehicle maintenance line items were so high. Ms. Schulz stated that the department had to purchase a few sets of new winter tires for the new trucks, some of the vehicles needed oil changes, and some vehicle light bulbs were purchased.

Chairperson Goede asked Chief Van Meter to talk about radio expenses. Chief Van Meter said that when the department received the two new Dodge Ram Trucks and all the equipment was installed, the modem in vehicle 823 was a loaner modem from Sisters Fire Department and the department will need to purchase a new modem. Additionally, the radio in vehicle 823 needed to be replaced at a cost of \$2000.00.

*Resolution: A motion was made by Mr. Ferguson that the Board approve the financials from October 2023.
Seconded by Ms. Gibson; Unanimous.*

IV. Committee & Chair Reports:

Access Committee Reports –

Ms. Waddell reported having a great joint committee meeting with Kyle Cummings, Jill Rivoli, Russ Masingale, Mark Christy, Allen Dullwick and Phil Zerzan. The meeting was to go over the outcome and goals of the access committee and to provide recommendations to the Homeowners Board on how to improve the technology and ensure safety and appropriate access onto the Ranch. Ms. Waddell said one of the main priorities is to change the public's perception of what it means private, but open to the public and the second priority is to increase the signage and communication with homeowners, guests, and public. The access committee is wanting to ask the Homeowners Board for \$100,000 for all the new signage on the Ranch.

The committee is also looking at changing the systems on the Ranch within the next 2-3 years.

The golf courses are going to be required to provide some form of identification on all the vehicles in the golf parking lots to show they can be behind the gates. The committee also, identified the need to eliminate the codes that are given for golfers and requiring a hard pass to be displayed on the golfers' vehicles. Another suggestion was to change the hours of the Welcome Center, to accommodate the early golfers and not to rely on the Police Department to give them access.

Ms. Waddell stated there needs to be a balance for access with public versus private to maintain HOA and nonprofit status.

There will be a change in the way access fees are collected and will require all homeowners who rent their homes to register all their guests, so the Ranch can track who is on the property and collect the access fees.

Mr. Ferguson wanted to know if there is a system currently being used to ensure this is being done, and Ms. Waddell reported Jill Rivoli, director of the Welcome Center, is currently working on this. All guests must be registered by a homeowner, or they will not be allowed access onto the ranch.

Chair Reports- There were no chair reports.

IV. Chief's Report:

- A. Personnel: Shift bids have been completed for next year and will be moving to vacation bids for next year, so the department is more consistent. Chief Van Meter has been revamping the employee handbook to make it clearer and stay consistent with Oregon Law.

Ms. Waddell wanted to know if shift bidding was for 10-hour shifts and with 24/7 coverage. Chief Van Meter said that with Officer Schneider being unavailable, the shifts had been 10 hours shifts, with a relief shift that covers the later part of the night. Sgt. Schulz and Chief Van Meter have been covering the gaps in coverage and the goal is 24/7 coverage.

Mr. Ferguson asked Chief Van Meter to clarify if the Department is currently working 24/7. Chairperson Goede stated that with five officers working 10-hour shifts, 24/7 coverage on the Ranch was not possible.

Chief Van Meter said that Sgt. Schulz and himself are on call when the relief shift is off duty, till the day shift begins their shifts. Chief Van Meter said that there is an officer that can always be contacted with the Officer of the Day phone. He said 80% of the time there is an officer on the Ranch. Chief Van Meter said that does change when officers are on vacation or out sick.

Chairperson Goede advised Chief Van Meter that the board needs to be made aware when there is not 24/7 coverage on the Ranch as that is what is stipulated in the MOU with the Service District. If the board is not aware 24/7 coverage is not occurring and something happens, the district could be opening themselves to liability issues.

Chief Van Meter stated that the department will go back to 13-hour shifts to insure 24/7 coverage.

- B. Activity Report: Chief Van Meter said things are slowing down. Officer Cunningham arrested the suspect in the animal abuse case again for being in violation of the court release agreement.

Ms. Waddell wanted to know why the corporation checks are up this month. Ms. Waddell asked if that meant the doors were un-secured. Chief Van Meter said that the officers are finding the back doors unlocked from employees forgetting to check the doors after they leave. Chief Van Meter has advised Kyle Cummings of the un-secured doors.

Sgt. Schulz stated that there have been several homeowners getting stopped for high speeds on the Ranch, so be mindful of the speed limit on the Ranch.

Chief Van Meter still needs to have a conversation with Merrilee Stavem about the safety corridors, speed tables, speed signage, and new signage about all vehicles stopping for bicycles and pedestrians on the Ranch.

- C. Equipment: Chief Van Meter said the department finally received their two new trucks and are in the process of deciding what to do with the three older vehicles. The Chief would like to keep one of the vehicles for training and administrative functions and sell the other two vehicles.
- D. Training: Central Oregon police agencies are talking about starting up the Reserve Academy again to possibly help staff agencies that are short staffed with reserve deputies like Camp Sherman and Crook County.
- E. Misc: Nothing to report under miscellaneous.

Old Business:

A. Lieutenant Position

Chief Van Meter would like to discuss the Lieutenant Position at the January 18, 2024, board meeting.

B. ALPR Update

Chief Van Meter reported some issues that have arisen that he is currently addressing with the vendor with regard to the camera installation. Right now, the gates on the Ranch and their electrical components don't support the ALPR cameras. And, while one camera is up and running, the SIM card is not working, so it can't communicate with the ALPR database. Another camera doesn't have enough volts to keep the power on when the lights come on. Additionally, poles might need to be constructed near two of the gates in order to attach the cameras and provide power to them. Chief Van Meter believes the system will work, but it is going to take some time and the installation is not moving as fast as anticipated.

Ms. Waddell stated that this information needs to be talked about at the joint committee level and with the Homeowner board to share the cost of the infrastructure.

C. Insurance Review

Chief Van Meter is having Sgt. Schulz do a inventory of all the departments equipment and their values to make sure the \$40,000 that the insurance company is the correct amount of coverage. The inventory will show both purchase price and replacement value for each piece of equipment.

VII. New Business:

A. 2023 Financial Audit Presentation

Kevin Mullerleile, from Moss Adams said they issued the financial statements and the related reports for our audit on November 10, 2023. The Black Butte Ranch Police Department has a clean financial audit. There were no control deficiencies The financial statements were similar to 2022. Pension liability went down this year and they are seeing this trend among many of their governmental clients. The income statements for the Department showed revenues were higher than last year The local government investment pool's interest was up to 4%. The Department stayed within their budget.

Chairperson Goede asked if the audit provided an opinion as to how the Department appropriated the current levy.

Mr. Mullerleile said \$485,000 was appropriated for FY2023 and \$1.2 million was what was collected in total property tax dollars. He stated that, were the community to look at the Departments financial statements, they would see the department is spending the money as intended.

Mr. Buckley wanted Mr. Mullerleile to know that he did a splendid job on getting our audit done within three months.

B. Service Agreement with Humane Society of Central Oregon

Chairperson Goede and Ms. Waddell read through the agreement and stated it was straight forward and looked good.

Resolution: A motion was made by Ms. Gibson that the Board approve the Service Agreement with the Humane Society of Central Oregon. Seconded by Mr. Furguson; Unanimous.

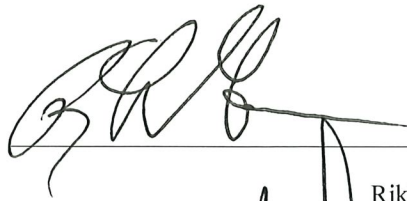
VIII. Calendar:

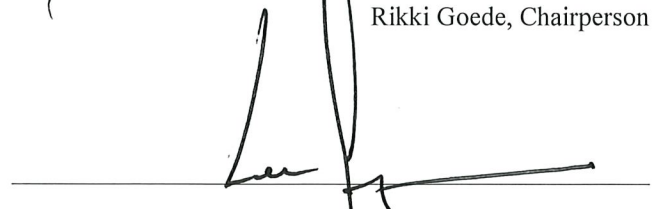
The Board set the next meeting for Thursday, January 18, 2024, at 9:00 a.m., when it will review the following:

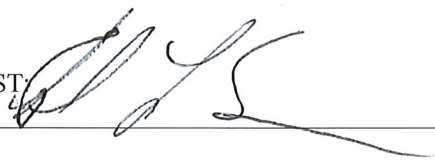
- Advertise for and appoint budget sub-committee
- Review Service District Policies and Procedures
- Review MOU with Deschutes County
- Property/Auto/Casualty/Liability Insurance Policies Renew

ADJOURNMENT: Upon no further discussion, the meeting was adjourned at 10:48 a.m.

DATED this 18 Day of January 2023⁴⁸ for the Managing Board of Directors of the Black Butte Ranch Police District


Rikki Goede, Chairperson


Lee Ferguson, Vice Chairperson

ATTEST 
Christina Schulz, Recording Secretary