



CALL TO ORDER Paul Janssen – 9:00 a.m.

Members present: Caryl Gibson, Judy Osborne, Mike Gemmet, Rosemary Norton, Steve Amsberry
Members Absent: Carl Burnham
Others present: Chief Kelley, Lori Steinthal, Lee Miller – Eide Bailly
Others Absent:

Approval of the October 26, 2017 Meeting Minutes

Resolution: Judy Osborne moved that the October 26, 2017 meeting minutes be approved, seconded by Rosemary Norton; unanimous.

I. FINANCIALS – Norton

Resolution: Judy Osborne moved that the October financials be approved, as presented, seconded by Steve Amsberry; unanimous.

Resolution: Caryl Gibson moved that the August 2017 & September 2017 financials be approved, with the PERS corrections reflected as presented, seconded by Judy Osborne; unanimous.

II. COMMITTEE REPORTS

- A.** Paul and Rosemary will be meeting immediately after today's board meeting to outline the future budget projections. Rosemary will begin budget committee meetings mid/late December.

III. CHAIR'S REPORT – Janssen

IV. CHIEF'S REPORT – Chief Kelley

A. Personnel

- A. We are now fully staffed, with the return of one employee who has been out on a medical issue.
- B. The discrepancy in our recent Union Health Ins. Audit has been resolved. We provided documentation to show the employee in question was eligible and all claims were valid. The issue is resolved and closed.
- C. Chief is working on an Employee Handbook. He obtained a copy of Sunriver's employee handbook, which he will use as a baseline, and adapt to the BBRPD. Many of the topics covered in the handbook are already outlined and covered in our department policy manual. Once he has a draft completed, he would like the board to review and provide input.
- D. We recently had an issue with a potential breach in our property room. Keys were left in the Evidence Room door lock. Sgt. Edwards is investigating, and we will have Bend PD come out to conduct and audit inspection in the next week.
- E. Chief reviewed several questions regarding department overtime and the process the department follows for offering overtime.

B. Activity

- A. Chief put together a spreadsheet showing the department overtime. There are 41 hours of grant funded overtime. He will include this spreadsheet every month
- B. Access (behind the Ranch gates) was discussed. Mike Gemmet and the Chief have discussed different ideas on how to capture non-authorized access on the Ranch. Chief is working on a brief few questions that possibly can be asked during contacts.

C. Equipment

- A. Chief requested the board approve the "Intergovernmental Agreement Between the Black Butte Police Department and The Deschutes County 911 Service District for the Transfer of Property". This agreement will allow us to transfer 7 of our old portable radios to 911.

<i>Resolution:</i> Steve Amsberry moved that the Intergovernmental Agreement be approved, as presented, seconded by Mike Gemmet; unanimous.

V. OLD BUSINESS – Janssen

Rosemary and Judy briefed the board on the SDAO Board training they attended on November 16th. They both felt the training covered a lot of very interesting issues. They were also pleased to hear the Chief is working on a department employee handbook, as that was something that was highly recommended to have, in the training. The handbook is an important tool to outline the rules of the department, which protects the employee & the employer.

VI. NEW BUSINESS

- A. Lee Miller from Eide Bailly, LLP presented the Black Butte Ranch Service District FY2017 (6/30/2017) audit. There were several questions, including OPERS and Deferred Outflow of Resources and the Proportionate share of the Net Pension Liabilities. Lee explained the District's change in proportionate share of the OPERS plan caused the increase and that the entry is not something that changes operations for the District and is purely made on a financial statement level. He also explained the calculations (on pages 35 & 36 of the audit) are a result of the GASB 68 and the calculations are driven off the reporting period of the OPERS plan, which is a year behind the District's reporting period. Lee also reviewed the Balance Sheet/General Fund (on pages 12 & 13) and indicated these would be the pages the Board would use to make future financial decisions. In conclusion, there were no findings in breakdowns in the department's internal controls including cash and cash disbursements. A motion was made to approve the audit.
- B. The board decided not to hold a December board meeting. Paul also requested Lori look into holding future board meetings in the smaller conference room.

<i>Resolution:</i> Judy Osborne moved that the FY2017 Audit be approved, as presented, seconded by Caryl Gibson; unanimous.

VII. CALENDAR**VIII. PUBLIC COMMENT**

None

IX. NEXT MEETING DATE

January 18, 2018

X. ADJOURNMENT

Meeting adjourned at 10:47

**Next Meeting Date:
Thursday, January 17, 2018
Time 9:00 a.m.**