

**Skagit County Jail Finance Committee**  
**June 12, 2014**

**Meeting Minutes**

The meeting was opened at 9:00 a.m. and the Committee members acting on behalf of the respective entities for the meeting in attendance were:

- |                                  |                           |
|----------------------------------|---------------------------|
| 1) Anacortes – Steve Hoglund     | 6) County – Ron Wesen     |
| 2) Burlington – Bryan Harrison   | 7) County - Tim Holloran  |
| 3) Mount Vernon – Alicia Huschka | 8) Sheriff Will Reichardt |
| 4) Sedro Woolley – Eron Berg     | 9) Chair Mark Venn        |
| 5) County - Trisha Logue         |                           |

Also present were: *Johanna Roodzant, Public Financial Management, Inc.; Susan Musselman, Public Financial Management, Inc.; Charlie Wend, Sheriff's Office; Jackie Brunson, Sheriff's Office*

There were introductions of the members and other people present.

Meeting Minutes: The minutes from the May 8, 2014 meeting were provided. A correction was requested in the Sheriff's Billing of Jail Alternatives paragraph on the first page, changed to say "booking fee."

**Action:** It was moved and seconded to approve the minutes from the meeting of May 8, 2014, with the requested change. Approved by a unanimous vote.

Proposed Project Funding for 2014: Susan Musselman led a discussion on the proposed project funding. The County is planning on doing a financing for \$4-4.5 million for its own needs. This would be a good opportunity to add in up to approximately \$6 million for jail needs. This would allow for bank qualified bonds which are quite beneficial. The Jail Fund needs money in 2014 to recover costs already spent on the project. Marc and Susan agree it is conservative and the funds may not be needed right away but with so many uncertainties with the project design and costs, there will be updates in August or September. The jail portion of the structure of the bonds could be structured for what suits the jail. A larger bond sale would happen in 2015. Interim financing is an option in 2015 although the trade-off is interest rate risks. The Committee concurred with having Susan work with the County on financing.

Tim provided an update from meeting with the Department of Ecology (the "DOE"). The DOE requested the meeting to discuss the clean-up of the truck city site. DOE is excited for the clean-up and may recommend extending the exploration to make sure contaminants didn't reach the road. This may push back the timeline for purchasing the property.

Report on Tax Collection into the Jail Fund: Jackie Brunson led a discussion and update on the tax collection into the jail fund. She still isn't getting the remittance report from all of the cities. This report can be emailed, faxed or sent with the check. This will be an ongoing agenda item.

Update on Jail pamphlet: Tim Holloran discussed an informational pamphlet. It maybe premature to send out information until after the design work and conditions. Timing was decided on late summer or early fall then late fall or early winter and then another one a few months later.

Jail Outsourcing update: The committee received an update on jail outsourcing from Sheriff Reichardt. The County has a fully executed contract with Chelan and will be sending five inmates. Chelan is equipped to return inmates after sentence is completed. There was discussion about the possibility of the cities sending an inmate to Chelan at the city's expense. Will said he will bring that up at the next chief's meeting. The contract with Yakima is still in process.

Report on meeting with city councils: Tim Holloran suggested and the Committee decided that when more information becomes available then we will schedule meetings with the city councils.

Review Finance Committee Memo on Project Update: Mark Venn led a discussion on project update based on Marc Estvold's memo, in Marc Estvold's absence. Discussions were had about the design and

layout, the conclusion was there will be little disruption when adding in the expansion later. The preloading of the 400 bed section is a great value. There have been discussions with the medical and court folks. The judges were rethinking the one court room; there will be a meeting on June 26 to talk about concerns of one court room. Parking is worked out so court staff won't be parking in the same lot as citizens. There will be a meeting with DLR to discuss the LEED Certification and the necessity of that.

Chair communication: Mark Venn led a discussion on if this committee should address jail medical costs. It was decided this was the right group to discuss the jail medical costs but more information is needed first. The sheriff's office will gather the data: cost data; formula of splitting medical costs. There will be a 20 minute discussion at next meeting to discuss medical cost procedures. Jackie Brunson will provide information in advance of August's meeting.

Proposed Future Agenda Items:

- August
  - Review of medical procedure/cost led by Sheriff Reichardt and Jackie Brunson
  - Tax collection update led by Jackie Brunson
  - Funding scenarios led by Susan Musselman
  - Jail outsourcing update led by Sheriff Reichardt
  - Public information plan led by Tim Holloran
  - Chair communication led by Mark Venn

*APPROVED 8/14/2014*