

**Skagit County Jail Finance Committee**  
**January 21, 2016**

**Meeting Minutes**

The meeting was opened at 8:00 a.m. and the Committee members acting on behalf of the respective entities for the meeting in attendance were:

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|----------------------------------|--|
| 1) Anacortes – Steve Hoglund     | 6) County – Lisa Janicki                     |
| 2) Burlington – Bryan Harrison   | 7) County – Tim Holloran                     |
| 3) Mount Vernon – Alicia Huschka | 8) Sheriff’s Office – 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; Elizabeth Raines, Sheriff’s Office; Darcy Swetnam, City of Anacortes; Marc Estvold, Project Manager; Melinda Miller, Skagit County Prosecutor;*

There were introductions of the members and other people present.

Agenda: The agenda was provided.

**Action:** It was moved and seconded to approve the agenda. Approved by a unanimous vote.

Meeting Minutes: The minutes from the November 12, 2015 meeting were provided.

**Action:** It was moved and seconded to approve the minutes from the meeting of November 12, 2015. Approved.

Project Update: Marc Estvold provided an update to the project. There has been four significant change orders. The first was asbestos removal. Asbestos was found in one sample of paint in restaurant building which needed to be dealt with immediately. Lead levels in the paint was not high enough to truck lead to a special site. The cost is estimated to be in the \$85,000 range. The second change order was the ground water cleanup. The ground water on the south end is clean. The ground water on the north end still has some contamination. A filtration system will be put in place to clean the water. There is an agreement with the DOE and the City of Mount Vernon. The output from the filtration system will be tested, once clean the water will be put back into the City of Mount Vernon water system for a cost of four cents per gallon. It is estimated to be about 180,000 to 200,000 gallons of water. The third change order is the cost of the cleanup. The project became three times what was originally thought to be. More contamination was found, what was expected to be 14 days of work became 44 days and 50 tests ended up being 150. The change order is in the \$165,000 range. The fourth change order is there were some changes that were required in fire services and storm water. This change order is in the \$50,000 range.

The cleanup cost with the new change orders is in the \$1.8 million range and it could move towards \$2 million. Tim Holloran provided a written update on the grant work. MTCA funds have been shifting to Stormwater projects. There was discussion about if the Representatives have been made aware of the issues. Marc Estvold provided the revised project budget. He provided a project update at the March 7, 2016 County Commissioners meeting. The recorded update can be found at the following link: [http://skagit.granicus.com/MediaPlayer.php?view\\_id=8&clip\\_id=2151&meta\\_id=114077](http://skagit.granicus.com/MediaPlayer.php?view_id=8&clip_id=2151&meta_id=114077)

**To do.** Tim Holloran will embellish his handout and will put together some talking points and will email out.

2016 Preliminary Jail Budget Discussion: Sheriff Reichardt led the 2016 preliminary jail budget discussion. The Commissioners approved the budget. There were no changes to the budget after the last meeting.

Review of Jail Model: Susan Musselman led a discussion regarding the review of the jail model. Susan provided a handout of the latest jail model. There was discussion about what numbers were estimates and the sources of assumptions. It was requested to break out operating costs with FTE and maintenance costs

and separate out salaries and benefits from other costs. It was requested to show FTE's broken down by full time and part time and show by position and the number of hours needed to work. The operating costs is the critical column. Separate other costs from staffing costs and separate out overtime costs. The average daily prisoner information should come from the Sheriff's office. Showing level of use by agency would also be useful. Elizabeth Raines can provide the report to Susan.

**To do.** Elizabeth Raines will provide to Susan a staffing assumptions report.

Senate Bill 5593 and Medical Amendments Discussion: Alicia Huschka led a brief discussion regarding Senate Bill 5593. The hospitals need to use the L&I rate which has about a 40% reduction of the overall medical bill. The hospital was asked to retrofit the rate back to November. In January 2016 the County will start paying 32.9% of the medical bill. There was discussion regarding the current agreement that states the Cities will pay a four year average of medical costs and should this be modified. It was decided to let the agreement stand and gather 6 months of actual medical costs broken down by hospital versus non-hospital. Plan on looking at the data at the July meeting. Elizabeth Raines can track the data and provide the report.

**To do.** Elizabeth Raines to track data and provide report for the meeting in six months.

Cities annual report regarding alternative programs: Sheriff Reichardt led a discussion regarding when the Cities should provide the annual report regarding alternative programs. The Cities should provide to the Sheriff's office the number of hours, number of participants and number of staff. Keep on the agenda for next meeting.

**To do.** Cities to provide report to the Sheriff's office.

Jail Outsourcing update: Sheriff Reichardt reported that there are currently 4-5 inmates in Chelan County.

Report on Tax Collection into the Jail Fund: Sheriff Reichardt provided an update on the tax collection into the jail fund.

Chair communication: The next meeting is scheduled for March 17<sup>th</sup> at 8:15 a.m. in the Commissioners Hearing Room.

Proposed Agenda Items for March 17:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Review of updated Jail model discussion led by Susan Musselman
- Jail outsourcing update led by Sheriff Reichardt
- Tax collection update led by Jackie Brunson
- Chair communication by Mark Venn

*APPROVED 3/17/2016*