

Skagit County Jail Finance Committee
March 16, 2017

Meeting Minutes

The meeting was opened at 8:15 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 – Absent | 6) County – Lisa Janicki |
| 2) Burlington – Bryan Harrison | 7) County – Tim Holloran |
| 3) Mount Vernon – Doug Volesky | 8) Sheriff’s Office – Sheriff Will Reichardt |
| 4) Sedro Woolley – Eron Berg | 9) Chair Mark Venn |
| 5) County - Trisha Logue | |

Also present were: *Johanna Crane, PFM Financial Advisors LLC; Deanna Randall-Secrest, Sheriff’s Office; Jackie Brunson, Sheriff’s Office; Elizabeth Christensen, Sheriff’s Office; Marc Estvold, Project Manager;*

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 January 19, 2017 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of January 19, 2017. Approved by a unanimous vote.

Project Update: Marc Estvold provided an update to the project. Two months away from completion. A change order was brought to commissioners regarding smoke control inspection. A consultant was hired to design testing scenarios to keep the inmates controlled in case of a fire. Testing the sequence to prove to the fire department that it works and we will test again in six months. Landscaping is starting to go in around the retention pond along highway 99. The second sample of ground water was tested in February 2017 and it came back clean. The third sample will be in May 2017 and fourth test in August 2017. There is \$666,396 remaining in contingency as of March 12, 2017. Budget for consumables, sheets, dishes, etc. is not included. Does not include the \$65,000 ecology grant and \$70,000 in budget for eligible work (reimbursable). On target for May substantial completion. There are cameras in every cell, over 250 cameras.

Discussion of Capital Component in bed rates: Sheriff Reichardt is waiting to receive documentation on SCORE’s formula for calculating the capital component in bed rates. Keep on agenda.

Medical update: Sheriff Reichardt led a discussion on the medical update. The Medical Director went to a job fair to recruit nursing staff. The doctor we had been negotiating with declined the offer and the lead nurse resigned. This provides a chance to restructure how medical is set up to best fit for the jail. A discussion about adjusting the city contributions based on newer hospital rates. It was decided to bring the cities to the table to discuss medical costs and city contributions.

Jail Outsourcing update: Sheriff Reichardt reported that we have six inmates at Snohomish County and one in Monroe.

Work release program report: Sheriff Reichardt led a discussion on the cities work release programs. Sheriff Reichardt provided copies of the reports he received from the cities. From Sheriff Reichardt's review the cities of Anacortes and Sedro-Woolley and the County meets the requirements. The city of Mount Vernon provided its report at the meeting. Discussion about the variety of what the reports included.

Action: It was moved and seconded to have the City of Mount Vernon provide a template and send out to the Cities and County to complete by next meeting. Seconded. Approved by a unanimous vote.

To-do: City of Mount Vernon to make a template with statistics and narrative and provide to the Cities and the County.

Jail public open house: Charlie led a discussion about the public open house. The date will be July 11, 2017 with a ribbon cutting. There will be several open houses for different groups of individuals. There will be tours of 10 – 15 people. The program area is a great place for a little food and ask for donations to help fund programs. The project team is working with the fire marshal to see if we can get in to train before the temporary certificate of occupancy is received.

Chair communication: The next meeting is scheduled for May 17th at 8:15 a.m. in the County Commissioners Hearing Room at the Administrative Offices.

Proposed Agenda Items for May 17th:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Jail model update led by Susan Musselman
- Discussion of capital component in bed rates led by Sheriff Reichardt
- Chair communication by Mark Venn

MINUTES APPROVED 5/17/2017