

**Skagit County Jail Finance Committee**  
**May 17, 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 – Philip Steffen  | 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; Charlie Wend, Sheriff’s Office; Amie Tidrington, Sheriff’s Office; Darcy Swetnam, City of Anacortes; Melinda Miller, Skagit County Prosecutor’s Office*

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 March 16, 2017 meeting were provided.

**Action:** It was moved and seconded to approve the minutes from the meeting of March 16, 2017. Approved by a unanimous vote.

Project Update: Marc Estvold provided an update to the project. Handouts were provided. The ground water test has been clean for three quarters, one more to go in August. Sheriff Reichardt provided an update on the timing for training. The building is done and operational. The date for moving inmates in is now the week of September 11, 2017. Some inmates may be moved in sooner for training on laundry and kitchen systems.

**To-do:** The County Commissioners office will craft a statement about the timeline after the certificate of occupancy is received.

Jail Model update: Susan Musselman led a discussion on the jail model update. The updated jail model and assumptions were provided. There was discussion regarding the equipment replacement costs and the need to further define the model. It was suggested to add a page showing how much to earmark for equipment replacement costs versus revenue stabilization account. Tim Holloran will work with the equipment person to come to a better understanding about how much will be needed for equipment replacement costs. Susan Musselman will update the model with 2017 actuals, what is left over in the project fund, and provide more information in equipment replacement costs for the November meeting.

**To-do:** Tim Holloran will work with the equipment person to come to a better understanding about how much will be needed for equipment replacement costs. Provide information to Susan Musselman in advance of the November meeting.

**To-do:** Susan Musselman will update the model with 2017 actuals, what is left over in the project fund, and provide more information in equipment replacement costs for the November meeting.

Discussion of Capital Component in bed rates: Sheriff Reichardt led a discussion on the capital component in bed rates. Bed rates are currently \$90 a day. Elizabeth Christensen is just finishing up back billings. She is beginning to work on a matrix for capital component and will have information for the next meeting. There was discussion regarding the need to plan for the future. Change agenda title to: Current capital component for outside agencies. Sheriff Reichardt will bring a recommendation for capital component

calculation to the July meeting. Lisa Janicki and Eron Berg will meet with the Sheriff in June to discuss capital component models and provide information in advance of July meeting. Elizabeth to do the upfront work and reach out to Lisa and Eron with Charlie to schedule the meeting. Keep on agenda.

***To-do:*** Elizabeth to reach out to Eron and Lisa to schedule the meeting with Sheriff Reichardt to discuss the capital component model. Sheriff Reichardt to provide the results of that meeting to the Finance Committee prior to the July meeting.

Jail Outsourcing update: Sheriff Reichardt reported that there was nothing new to report.

Work release program report: Sheriff Reichardt led a discussion on the cities work release programs. Handouts were provided. There was a discussion about what qualifies as a work release program and what is the threshold. It was suggested to add a formula for converting hours to days so each agency calculates it the same way. A motion was made to approve the agencies for 2017. Further discussion was had regarding two of the agencies meet the qualifications. The City of Anacortes will add a sentence to their report regarding their one full-time equivalent employee and resubmit to the committee. The motion was removed. Keep on the agenda for the next meeting and reassess in the fall for further discussion for 2018.

***To-do:*** The City of Anacortes will add a sentence to their report regarding their one full-time equivalent employee and resubmit to the committee.

Jail opening report and role of the Finance Committee: Charlie led a discussion about the public open house. The public open house is still in the planning phase. There will be a few different tours set up for different agencies. The ribbon cutting ceremony is scheduled for July 11, 2017 at 2:30 p.m. with tours from 3:00 – 6:00 p.m. Additional tours will be on July 15, 2017 from 9:00 – 12:00 p.m. The Finance Committee members should plan to attend the July 11 ribbon cutting ceremony.

Chair communication: The next meeting is scheduled for July 19<sup>th</sup> at 8:15 a.m. in the County Commissioners Hearing Room at the Administrative Offices.

Proposed Agenda Items for July 19<sup>th</sup>:

- Approval of agenda and minutes
- Project update led by Marc Estvold
- Discussion of capital component in bed rates led by Sheriff Reichardt
- Work release program update led by Sheriff Reichardt
- Jail medical discussion led by Sheriff Reichardt
- Chair communication by Mark Venn

*MINUTES APPROVED 7/19/2017*