

Skagit County Jail Finance Committee
November 9, 2017

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:

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| 1) Anacortes – Steve Hogle | 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; Susan Musselman, PFM Financial Advisors LLC; Deanna Randall-Secret, Sheriff's Office; Elizabeth Christensen, Sheriff's Office; Charlie Wend, Sheriff's Office; Jackie Brunson, Sheriff's Office; Don Marlow, Sheriff's Office; Marc Estvold, Project Manager; Gregg Davidson*

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 September 20, 2017 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of September 20, 2017. Approved by a unanimous vote.

Meeting Minutes: The minutes from the October 5, 2017 meeting were provided.

Action: It was moved and seconded to approve the minutes from the meeting of October 5, 2017. Approved by a unanimous vote.

Project/Operations Update: Marc Estvold provided an update to the project. There are a few remaining change orders that are being negotiated for a fair price. The jail is fully operational. The budget document was handed out. Column one is the budget, column two is the budget spent to date (Marc's budget is as costs are approved and submitted, Trisha's budget is when expended), column three is the balance remaining and column four is what is estimated to be left over at end of project. The left over money has been rolled into the model into the RSA. We are expecting to receive \$100,000 still from the DOE in the second quarter of 2018. Trisha provided a handout of the County's jail fund budget.

Discussion of Capital Component for outside agencies: Sheriff Reichardt led a discussion on the capital component for outside agencies. The SCORE formula is very involved and would result in a very high bed rate. There was discussion about what the capital component would be used for. Susan will prepare a few different model scenarios based on market data from the Sheriff's office. Bed rates are currently at \$140 for regular inmates and \$200 for special inmates.

To do: Sheriff Reichardt to email market data to PFM for use in model preparation.

To do: PFM to do a model for the capital component. Prepare a few different scenarios.

Action: It was moved and seconded delegate authority to the County to establish a capital component to the bed rate based upon Susan's model taking into consideration discussion of assumptions at today's meeting. Approved by a unanimous vote.

Jail model update: Susan Musselman led a discussion on the jail model. Assumptions and model update handouts were provided. The assumptions sheet shows the changes in blue. The model update shows actuals in green and reflects an adjusted debt service column to reflect actual jail debt service. Model updates will continue to be provided at the May and November committee meetings.

Booking report update: Sheriff Reichardt led a discussion on the booking report update. Handouts were provided. It was requested to add what the acronyms mean. There was discussion regarding the number of declines and what the reason is behind the decline.

Introduction of and vote for Gregg Davidson as Chair: Lisa Janicki led the introduction. Gregg is the former CEO of Skagit Regional Health. Lisa provided a dialogue of Gregg's professional background. Gregg spoke a little more about his background. He most recently was with a community action agency and working on homeless project.

Action: It was moved and seconded to approve Gregg Davidson to be chair of the finance committee for a three year term. Approved by a vote of 7. Eron Berg left meeting early but stated his support of the nominee before he left.

Chair communication: The next meeting is scheduled for January 11, 2018 at 9:00 a.m. in the County Commissioners Hearing Room at the Administrative Offices. Don Marlow was introduced as Charlie Wend's replacement.

Proposed Agenda Items for January 11th:

- o Approval of agenda and minutes
- o Project/Operations update led by Marc Estvold
- o Discussion of capital component for outside agencies led by Sheriff Reichardt
- o Booking Report update led by Sheriff Reichardt
- o Discussion of frequency of meetings and what reports to send out monthly
- o Discussion of plan for what the Committee would like to accomplish in 2018
- o Chair communication by Gregg Davidson

MINUTES APPROVED 1/11/2018