

Skagit County Jail Finance Committee
May 8, 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:

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| 1) Anacortes – Steve Hoglund | 6) County – Ron Wessen |
| 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.; Charlie Wend, Sheriff's Office; Deanna Randall-Secrest, Sheriff's Office; Jackie Brunson, Sheriff's Office; Melinda Miller, Skagit Prosecuting Attorney Office; Marc Estvold, Project Manager*

There were introductions of the members and other people present.

Meeting Minutes: The minutes from the April 10, 2014 meeting were provided. Corrections were requested on the date on the minutes and the first sentence in the second paragraph on the second page, changed to say "90 percent through the programing process."

Action: It was moved and seconded to approve the minutes from the meeting of April 10, 2014, with the requested changes. Approved by a unanimous vote.

Jail Outsourcing update: The committee received an update on jail outsourcing from Sheriff Reichardt and Charlie Wend. They are moving forward with Yakima and Chelan, however there was concern around some terms of the Yakima contract which are under review. The contract with Chelan is signed. There is still concern with gang issues. Chelan transports Wednesday and Fridays. The challenge will be housing those inmates bound for Chelan for those two nights. Yakima transports four days a week but they don't typically come this far north, although has stated their willingness to work with us. Chelan contract states they will take up to 30 inmates but they could take more if needed. There was discussion about Whatcom County but they have no capacity and they have been very generous in housing an inmate for two years for the County. We have no inmates at Snohomish County that the County is paying for.

Report on Tax Collection into the Jail Fund: Jackie Brunson led a discussion and update on the tax collection into the jail fund. Jackie has received nearly everybody's payments with only one snafu. It was requested that each city send in their remittance report to Jackie each month. Katie will call the towns and work with them to have the money transmitted directly to the County. The numbers are still not accurate, there will be corrections coming as some were overcharged. Mark informed the committee of communication from Susan, in which she said it was still too early to have a good update on sales tax collections, since we really only have one month. She will work with Jackie to see where they think they are in thinking about the operating budget for the new jail. Susan will work with Marc regarding the potential project spend-down schedule and working on updating the Jail Funding Model. She doesn't expect to have good information to provide for the June meeting but plans on providing an update at the next meeting. Jackie will send out an email requesting the monthly transmittal reports from each of the cities.

Sheriff's Billing of Jail Alternatives: Alicia led a discussion of billing for jail alternatives. There was some misunderstanding of what was included in the bed rate, specifically if an inmate is on work release or on electronic home monitoring. The interlocal didn't include a lot of specifics. The definition of bed rates was read. The invoices received from the jail still showed work release and electronic home monitoring on a line item. It was agreed that the cities are charged a booking fee and for medical. Jackie does track how much each city is saving when they have no bed rate due to work release or electronic

home monitoring and will add it to the invoices with a note that says it is waived per the interlocal. There was a short discussion about the effective date of when the no booking fees went into effect. The default date should be the April 10, 2014 meeting date.

Project Update: Marc Estvold provided an update on the project. The Mount Vernon city council met a couple of weeks ago and unanimously approved the rezoning of the truck city site which is the preferred site. We have option through next year and are working on a purchase and sale. One issue with the truck city site is it is in the 100-year flood plain, so they will build the floor above the flood plain. The jail is an essential public facility. There was discussion about what measurement was used for the 100-year flood level. The potential environmental concerns won't be cleared until excavation is done. Phase 1 work has been completed and significant clean-up has been done. There will be \$80,000 budget for clean-up.

Marc showed a PowerPoint presentation with a drawing of the footprint of the jail. There was discussion about the possibility of building parts of the jail at the future expansion size now. The committee was open to discussing at the June meeting if it makes financial sense to increase the budget to provide some work for the future size. Hearing examiner and public hearings will occur in July. Expect to execute purchase and sale in fall 2014. Design will be completed next spring with project completion in May 2017.

There was discussion of the Longview visit. They provided a list of what isn't working. Tim and Marc will bring some suggestions back to committee.

How often to meet after June: Mark led a discussion on how often the committee should meet after the June meeting. It was decided to take July off and meet monthly through January and with the option of canceling a meeting if the committee feels it isn't needed. If we don't meet in August then we will send out a monthly tax update and a project update. Johanna will send out meeting requests through January.

Proposed Future Agenda Items: The following are proposed agenda items for future meetings

- June
 - Update on jail pamphlet led by Tim
 - Costs of options for jail operations led by Tim
 - Confirm signed contract for jail outsourcing led by Sheriff Reichardt
 - Report on meetings with city councils led by Tim
 - Tax collection update led by Jackie Brunson
 - Project update and preload cost update led by Marc Estvold
 - Chair communication led by Mark

APPROVED 6/12/2014