

**Skagit County Jail Finance Committee**  
**October 6, 2014**

**Meeting Minutes**

The meeting was opened at 2:00 p.m. and the Committee members acting on behalf of the respective entities for the meeting in attendance were:

- |                                  |                           |
|----------------------------------|---------------------------|
| 1) Anacortes – Steve Hoglund     | 6) County – Ron Wesen     |
| 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.; Susan Musselman, Public Financial Management, Inc.; Marc Estvold, Project Manager; Dan Fitting, Skagit County; Ryan Walters, Skagit County Prosecuting Office; Jackie Brunson, Sheriff's Office; Charlie Wend, Sheriff's Office; Bonnie Bowers, City of Anacortes Police Chief; Brad Furlong, Anacortes City Attorney and Mayor Steve Sexton, City of Burlington*

There were introductions of the members and other people present.

Agenda: Two changes were proposed to the agenda. Ryan Walters from the Skagit County Prosecuting Office will talk about potential funding sources to pay for an in ground heat pump for the jail. It was proposed to move the booking fee discussion after the Project update.

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

Meeting Minutes: The minutes from the September 3, 2014 meeting were provided.

**Action:** It was moved and seconded to approve the minutes from the meeting of September 3, 2014. Approved by a unanimous vote.

Project Update: Marc Estvold provided an update on the project. The permit for the site was unanimously approved by the Mount Vernon City Council. A grant from the Department of Ecology (the "DOE") has been applied for. The plan is to have a written signed agreement with the DOE for clean-up of the property prior to purchasing the property. If there is more contamination found during clean-up then the DOE allow an amendment to the grant to provide more funds. With an agreement in place the project could close in January 2015, with design and clean-up completed in August 2015.

Ryan Walters and Dan Fitting from Skagit County presented information on a proposed state funding request to pay for energy efficiencies to the Jail. They provided a draft handout for the State Legislature. They will be meeting with the representative from the Governor's office. Ryan and Dan will bring back clearly identified pots of money to the next meeting. The County also has \$1.3 million in QECB bond authorization available for energy conservation components of the project.

**To do.** Marc Estvold to provide updated cost estimates for the HVAC options. Dan Fitting and Ryan Walters will provide more details about specific pots of money available. Susan Musselman will bring back information on QECB.

Booking Fees: Steve Hogleund led a discussion on booking fees, and provided a memo from the City of Anacortes police chief. The intent is to clarify the city's work-release program and request a waiver of booking fees for the city. The committee generally indicated that they were interested in supporting programs that keep people out of jail through alternative programs. Because the committee previously agreed that the criteria to qualify for the booking fee waiver was based on FTE employment, the language in the interlocal will need to be revised to describe criteria differently. Steve Hogleund will provide suggested language at the next meeting.

**To do.** Steve Hogleund will provide suggested language for the interlocal agreement.

Jail Outsourcing update: The committee received an update on jail outsourcing from Sheriff Reichardt. The County currently has 18 inmates in Chelan County and is working on clearing the backlog of inmates waiting to serve their time. Sheriff Reichardt will check to see if there are additional misdemeanants who can be sent to Chelan.

Review of Medical Procedure/Cost. Charlie has reached out to other jail commanders relative to medical costs and hasn't heard back yet. He suspects there will be some variation in costs, but will bring information when available.

Report on Tax Collection into the Jail Fund: Jackie Brunson provided an update on the tax collection into the jail fund. The Sheriff's office hired a jail accountant who is expected to attend the next committee meeting.

Proposed Project Funding for 2014: Susan Musselman led a discussion on the proposed project funding. Susan provided a copy of the jail funding model. There was discussion on the assumed estimates of operating costs that DLR used. There was discussion on the revenue stabilization account and the minimum funding threshold. The debt service is structured with 23 year amortization, for a total term of 25 years, although it may be beneficial to extend this by two years. It is reasonable to issue debt in the near future since rates are so low, having dropped significantly over the prior month or two; , have two years of interest only and 25 years amortization. Susan recommended to move forward with the bond issue now rather than waiting until 2015.

**Action:** It was moved and seconded to move forward with the bond issue up to \$60.7 million for the jail project financing with an interest rate not to exceed 5 percent and a term of up to 30 years. Bryan Harrison voted no, all others voted yes.

**To do.** DLR operating cost estimates report, with detail, will be sent to committee members.

Chair communication: It was decided the next meeting will be Thursday November 6 at 2:00 p.m. in the hearing room. Johanna will send out a revised meeting request.

Proposed Agenda Items for November 6:

- o Project update led by Marc Estvold
- o Update on Skagit County bond sale led by Susan Musselman
- o 2015 preliminary budget led by Trisha Logue
- o Proposed language for booking fee waivers led by Steve Hogleund
- o Jail outsourcing update led by Sheriff Reichardt
- o Discussion of medical procedure/cost led by Sheriff Reichardt and Jackie Brunson
- o Tax collection update led by Jackie Brunson
- o Chair communication by Mark Venn

*APPROVED 11/6/2014*