



RSW

Regional Jail Authority

2:00 PM

January 25, 2018

RSW Regional Jail Administrative Meeting Room

- 1) Welcome and Introductions - *Doug Stanley*
- 2) Adoption of Agenda
- 3) Adoption of Minutes
3.1 November 16, 2017
- 4) Public Comments

Public Comments are limited to issues that are not the subject of a public hearing. It is intended as an opportunity for the public to give input on relevant issues and not intended as a question and answer period.
- 5) Comments from Board Members and Legal Counsel
- 6) Robinson Farmer Cox & Associates Audit Presentation - *James Kelly*
- 7) Superintendent's Report - *Russ Gilkison*
 - 7.1 Monthly Report
 - 7.2 Facility Statistics Report
- 8) Financial Report - *Lori Clinedinst*
- 9) Proposed FY19 Budget
- 10) FY 2017 True Up: Three Year Rolling Average (FY15, FY16, FY17)
- 11) 2017 Annual Water and Sewer True Up
- 12) Inmate Work Release Agreement with VA Department of Corrections
- 13) Finance and Personnel Committee Update - *Mary Beth Price*
- 14) Closed Session - Pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to the Cabiness v. Price et al and Cooper v. RSW law suits and probable litigation involving the claim on behalf of a former inmate where such consultation and briefing in open meeting would adversely affect the negotiating or litigating position of the Authority.
- 15) Other Outstanding Issues
- 16) Meeting Schedule
 - March 22, 2018 at 2:00 pm
 - May 24, 2018 at 2:00 pm
 - July 26, 2018 at 2:00 pm
- 17) Adjournment

At the regular meeting of the RSW Regional Jail Authority meeting held at the RSW Regional Jail on November 16, 2017 at 2:00 pm:

Present: Doug Stanley (County Administrator, Warren County), Brenda Garton (Interim County Administrator, Rappahannock County), Mary Beth Price (County Administrator, Shenandoah County), Cindy Bailey (Board of Supervisors, Shenandoah County), Dan Murray (Board of Supervisors, Warren County), Tim Carter (Sheriff, Shenandoah County), Brendan Hefty (Legal Counsel, Hefty Wiley & Gore), Russell Gilkison (Superintendent, RSW Regional Jail), Steven Weaver (Deputy Superintendent, RSW Regional Jail), Stephanie Smith (Administrative Assistant, RSW Regional Jail).

Absent: Connie Compton (Sheriff, Rappahannock County), Ronald Frazier (Board of Supervisors, Rappahannock County), Daniel McEathron (Sheriff, Warren County).

Welcome and Introductions

Mr. Stanley called the meeting to order at 2:00 pm.

Adoption of Agenda

On a motion by Mr. Murray, seconded by Ms. Garton, and by the following vote, the RSW Regional Jail Authority adopted the agenda as presented:

Aye: Bailey, Carter, Garton, Murray, Price, Stanley

Adoption of Minutes

On a motion by Ms. Garton, seconded by Ms. Price, and by the following vote, the RSW Regional Jail Authority adopted the minutes of the September 11, 2017 meeting with the addition from Ms. Bailey that the record be updated to reflect statements she made during the meeting regarding her vote on the motion for the 2012VRA Bond:

Aye: Bailey, Carter, Garton, Price, Stanley

Abstain (Due to Absence): Murray

Public Comments: *Public Comments are limited to issues that are not the subject of a public hearing. It is intended as an opportunity for the public to give input on relevant issues and not intended as a question and answer period.*

There were no comments from the public.

Comments from Board Members and Legal Counsel

Mr. Murray questioned whether the Board has voted on or had any discussions regarding expanding the jail because he has received calls about it. Mr. Stanley stated that there has been no vote or discussion about the need for expansion. The facility was designed to be able to handle expansion, but there have been no discussions about expanding the jail anytime in the near future.

Ms. Bailey asked for an explanation on the eight positions held vacant. Mr. Stanley stated that eight correctional officer positions are held vacant at the local level, given the currently high number of vacancies, allowing for savings from the member jurisdictions in the budget. Those eight positions are still funded by the Compensation Board, for which RSW is able to apply for vacancy savings and use those funds for things such as offsetting inmate medical costs.

Mr. Stanley stated that the bus ridership for the Corridor Connector in October was 540 total. Mr. Stanley stated that the continuance of the system will be evaluated in the next year.

Ms. Garton stated that the Rappahannock County Board of Supervisors has hired Mr. Garrey W. Curry, Jr. as the new County Administrator who will begin January 1, 2018. Mr. Stanley thanked Ms. Garton for her service as a member of the Board.

Superintendent's Report

Mr. Gilkison reported on the following items:

Average Daily Population

Rappahannock	15	4.6%
Shenandoah	143	43.7%
<u>Warren County</u>	<u>169</u>	<u>51.7%</u>
Member Jurisdiction ADP	327	
Prince William County Contract Beds	20	
Total Facility ADP	347	

Vacancies

- 25 Officer Vacancies: This includes the eight positions held for savings.
- 1 Registered Nurse Vacancy
- 1 Licensed Practical Nurse Vacancy

Recruitment & Retention

- There are three new officers starting in the month of November, one on the 20th and two on the 27th.

Other

- Academy Graduation: RSW Regional Jail had seven officers graduate from the first Skyline Academy Jail Basic class on November 15, 2017. The graduation was held at the LFCC Corron Community Development Center, Middletown Campus. Officer Jimmy Williams received the Sgt. Ricky L. Timbrook Award which is the highest award given at the academy.
- Mandatory Overtime: With the many new hires and the academy graduates returning to work, mandatory overtime is scheduled to end on November 23, 2017.

Finance Report

Mr. Gilkison gave the following financial report in the absence of Ms. Clinedinst:

- Payment from VA Compensation Board for September was received October 23, 2017. Reimbursement for salaries, benefits and vacancy savings was \$443,972.62 and the quarterly per diem payment for June, July and August was \$195,184.
- DOC Responsible Inmate medical for July and August 2017 was received on October 27, 2017 in the amount of \$7,379.83. The process is in place to invoice DOC at the beginning of each month for those inmates that fit the category.
- Two payments from Prince William County Adult Detention Center were received in October for August and September services in the amount of \$34,643.30.
- Both Revenue and Expenditures are on track for this time of year. Expenditures are 30% used and Revenue is 38% realized.

On a motion by Sheriff Carter, seconded by Mr. Murray, and by the following vote, the RSW Regional Jail Authority approved the financial report as presented:

Aye: Bailey, Carter, Garton, Murray, Price, Stanley

Finance and Personnel Committee Update

Ms. Price stated the Finance and Personnel Committee has a recommendation that the RSW Regional Jail Authority Board make a supplemental appropriation in the amount of \$22,500 to fund the invoice from the vendor CorEMR for Electronic Medical Records software, where the specific budget line item is 8107 Computer Equipment and Software. Money was budgeted for this in the FY17 budget, but was not paid because the work was not done yet, and the funds were not earmarked to be held for FY18.

On a motion by Ms. Price, seconded by Sheriff Carter, and by the following vote, the RSW Regional Jail Authority approved to make a supplemental appropriation in the amount of \$22,500 to fund the invoice from the vendor CorEMR for Electronic Medical Records software, where the specific budget line item is 8107 Computer Equipment and Software:

Aye: Bailey, Carter, Garton, Murray, Price, Stanley

Other Outstanding Issues

Mr. Stanley thanked Ms. Bailey for her service to the Board.

Meeting Schedule

The meeting schedule for the RSW Regional Jail Authority is as follows:

- January 25, 2018 at 2:00 pm
- March 22, 2018 at 2:00 pm
- May 24, 2018 at 2:00 pm

All meetings will take place at the RSW Regional Jail.

Adjournment

On a motion by Mr. Murray, seconded by Ms. Garton, and by the following vote, the regular meeting of the RSW Regional Jail Authority Board was adjourned at 2:25 pm.

Aye: Bailey, Carter, Garton, Murray, Price, Stanley

Doug Stanley, Chairman
RSW Regional Jail Authority Board

Date Approved

RSW January 25, 2017 Superintendents Report

Average Daily Population

Rappahannock	14	4.6%
Shenandoah	134	43.7%
Warren County	185	51.7%

Member Jurisdiction ADP - 333

Prince William County Contract Beds - 16

Total Facility ADP – 349

RSW Facility Grounds and Maintenance

The walk-in cooler repair has not started due to the holiday season. We are waiting to hear back from the contractor for a start date.

RFP and Contracts

N/A

Vacancies

24 Officer Vacancies: This includes the 8 positions held for savings

1 Registered Nurse Vacancy

1 Licensed Practical Nurse Vacancy

Recruitment & Retention

One new officer will be starting this month and we have three applicants in background.

Academy Starting

Ten officers will be starting the Jail Basic Academy on February 7, 2018.

Mandatory Overtime

With the ten new officers reporting to the Academy in February, mandatory overtime will be required.



RSW Regional Jail
Rappahannock, Shenandoah and Warren County
6601 Winchester Road
Front Royal, Virginia 22630
Phone: (540) 622-6097
Fax: (540) 622-2846

Russell W. Gilkison
Superintendent

January 25, 2018

Finance Department Report

Payment from VA Compensation Board for salaries, benefits and vacancy savings were received as follows:

October - \$413,468.63; received November 16, 2017;
November - \$418,473.22; received December 15, 2017.

We have received DOC Responsible Inmates medical reimbursement for September, October and November totaling \$2,684.59.

October and November payments from Prince William County Adult Detention Center in the amount of \$44,083.10 was received. December billing just went out last week in the amount of \$14,358.

Both Revenue and Expenditures are on track for this time of year. Expenditures are about 46% used and Revenue is 56% realized.

Respectfully Submitted,

Lori EN Clinedinst

Lori EN Clinedinst
Finance Manager
RSW Regional Jail

RSW REGIONAL JAIL AUTHORITY
 EXPENDITURE SUMMARY REPORT DEFINITION TYPE #1
 for Fiscal Year 2018 (2017-2018 FISCAL YEAR)
 Posted and Distributed Figures
 Executed By: lclinedinst

Page: 1
 Date: 01/10/18
 Time: 08:43:13

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
FD 100 Operating Fund							
OBJ 1000 SALARIES & BENEFITS							
1100	SALARIES (REGULAR)	\$ 5,277,995.00	\$ 0.00	\$ 348,702.17	\$ 2,154,568.61	\$ 3,123,426.39	40.82
1200	SALARIES (OVERTIME)	\$ 158,881.00	\$ 0.00	\$ 9,838.01	\$ 178,927.67	\$ 20,046.67	112.62
1300	SALARIES (PART-TIME)	\$ 47,675.00	\$ 0.00	\$ 2,028.02	\$ 13,311.20	\$ 34,363.80	27.92
1400	SALARIES (HOLIDAY)	\$ 336,240.00	\$ 0.00	\$ 46,260.21	\$ 132,863.73	\$ 203,376.27	39.51
1500	VEHICLE ALLOWANCE	\$ 3,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,600.00	0.00
1800	ACCRUED LEAVE PAYOFF AT TERMINA	\$ 35,408.00	\$ 0.00	\$ 3,170.38	\$ 38,573.31	\$ 3,165.31	108.94
1825	ANNUAL LEAVE TAKEN	\$ 159,090.00	\$ 0.00	\$ 18,185.16	\$ 115,921.08	\$ 43,168.92	72.87
1830	SICK LEAVE TAKEN	\$ 117,657.00	\$ 0.00	\$ 9,976.45	\$ 73,657.91	\$ 43,999.09	62.60
1925	COMP TIME TAKEN	\$ 8,236.00	\$ 0.00	\$ 0.00	\$ 17,003.55	\$ 8,767.55	206.45
1000	SALARIES & BENEFITS	\$ 6,144,782.00	\$ 0.00	\$ 438,160.40	\$ 2,724,827.06	\$ 3,419,954.94	44.34
OBJ 2000							
2100	FICA	\$ 469,800.00	\$ 0.00	\$ 32,146.41	\$ 200,222.50	\$ 269,577.50	42.62
2210	VRS	\$ 809,703.00	\$ 0.00	\$ 55,399.16	\$ 310,534.48	\$ 499,168.52	38.35
2300	HOSPITALIZATION INSURANCE	\$ 1,145,134.00	\$ 0.00	\$ 81,163.10	\$ 473,735.02	\$ 671,398.98	41.37
2400	GROUP LIFE INSURANCE	\$ 75,015.00	\$ 0.00	\$ 5,186.92	\$ 28,915.34	\$ 46,099.66	38.55
2500	SHORT & LONG TERM DISABILITY IN	\$ 3,502.00	\$ 0.00	\$ 271.40	\$ 1,660.76	\$ 1,841.24	47.42
2600	UNEMPLOYMENT INSURANCE	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 2,268.00	\$ 27,732.00	7.56
2700	WORKERS COMPENSATION INSURANCE	\$ 92,295.00	\$ 0.00	\$ 13,575.50	\$ 63,586.50	\$ 28,708.50	68.89
2000		\$ 2,625,449.00	\$ 0.00	\$ 187,742.49	\$ 1,080,922.60	\$ 1,544,526.40	41.17
OBJ 3000 CONTRACTUAL SERVICES							
3110	PROF. HEALTH SERVICES - ON-SITE	\$ 236,096.00	\$ 0.00	\$ 25,693.09	\$ 106,147.44	\$ 129,948.56	44.96
3111	PROF. HEALTH SERVICES - OFFSITE	\$ 179,950.00	\$ 0.00	\$ 30,345.36	\$ 115,157.71	\$ 64,792.29	63.99
3112	PROF. HEALTH SERVICES - PRESCRI	\$ 225,950.00	\$ 0.00	\$ 14,041.47	\$ 86,589.83	\$ 139,360.17	38.32
3113	PROF. HEALTH SERVICES - DENTAL	\$ 37,064.00	\$ 0.00	\$ 5,541.69	\$ 24,258.04	\$ 12,805.96	65.45
3120	PROFESSIONAL SERVICES - ACCOUNT	\$ 22,000.00	\$ 0.00	\$ 0.00	\$ 3,776.64	\$ 18,223.36	17.17
3150	PROFESSIONAL SERVICES - LEGAL S	\$ 36,000.00	\$ 0.00	\$ 0.00	\$ 36,000.00	\$ 0.00	100.00
3155	PROFESSIONAL SERVICES - OTHER	\$ 69,400.00	\$ 0.00	\$ 9,944.25	\$ 29,271.98	\$ 40,128.02	42.18
3310	REPAIRS & MAINTENANCE SERVICES	\$ 75,250.00	\$ 0.00	\$ 3,703.24	\$ 16,789.45	\$ 58,460.55	22.31
3315	MOTOR VEHICLE REPAIRS	\$ 15,000.00	\$ 0.00	\$ 415.17	\$ 1,938.60	\$ 13,061.40	12.92
3320	MAINTENANCE & SERVICE CONTRACT	\$ 111,985.00	\$ 0.00	\$ 5,217.59	\$ 83,137.91	\$ 28,847.09	74.24
3500	PRINTING & BINDING	\$ 700.00	\$ 0.00	\$ 26.99	\$ 925.70	\$ 225.70	132.24
3600	ADVERTISING	\$ 7,000.00	\$ 0.00	\$ 3,260.60	\$ 10,237.05	\$ 3,237.05	146.24
3700	RECRUITMENT COSTS (JOB FAIRS)	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 782.44	\$ 2,217.56	26.08
3000	CONTRACTUAL SERVICES	\$ 1,019,395.00	\$ 0.00	\$ 98,189.45	\$ 515,012.79	\$ 504,382.21	50.52
OBJ 5000 OTHER SERVICES							
5110	ELECTRICAL SERVICES	\$ 318,308.00	\$ 0.00	\$ 19,342.49	\$ 152,975.62	\$ 165,332.38	48.06
5120	NATURAL GAS	\$ 62,500.00	\$ 0.00	\$ 0.00	\$ 8,253.01	\$ 54,246.99	13.20
5130	WATER & SEWER	\$ 240,314.00	\$ 0.00	\$ 37,773.76	\$ 147,108.43	\$ 93,205.57	61.22
5135	WASTE REMOVAL	\$ 15,867.00	\$ 0.00	\$ 330.00	\$ 6,135.77	\$ 9,731.23	38.67
5210	POSTAGE	\$ 2,500.00	\$ 0.00	\$ 159.68	\$ 1,076.57	\$ 1,423.43	43.06
5230	TELECOMMUNICATIONS	\$ 26,280.00	\$ 0.00	\$ 1,955.09	\$ 11,289.99	\$ 14,990.01	42.96
5250	INTERNET & CABLE SERVICES	\$ 6,000.00	\$ 0.00	\$ 549.28	\$ 3,183.48	\$ 2,816.52	53.06
5301	BOILER, MACHINERY, FIRE & GENER	\$ 28,880.00	\$ 0.00	\$ 0.00	\$ 22,244.00	\$ 6,636.00	77.02
5305	VEHICLE INSURANCE	\$ 6,048.00	\$ 0.00	\$ 0.00	\$ 6,048.00	\$ 0.00	100.00
5306	PUBLIC OFFICIALS LIABILITY INSU	\$ 3,217.00	\$ 0.00	\$ 0.00	\$ 3,285.00	\$ 68.00	102.11
5309	LINE OF DUTY	\$ 28,980.00	\$ 0.00	\$ 0.00	\$ 32,249.06	\$ 3,269.06	111.28
5410	LEASE/PURCHASE EQUIPMENT	\$ 23,000.00	\$ 0.00	\$ 2,203.87	\$ 11,006.65	\$ 11,993.35	47.85
5510	TRAVEL - MILEAGE/PARKING	\$ 1,000.00	\$ 0.00	\$ 158.12	\$ 311.14	\$ 688.86	31.11
5520	CONDUCT OF BUSINESS	\$ 1,000.00	\$ 0.00	\$ 32.94	\$ 100.70	\$ 899.30	10.07
5530	TRAVEL (FOOD & LODGING)	\$ 2,000.00	\$ 0.00	\$ 19.51	\$ 605.44	\$ 1,394.56	30.27
5540	TRAVEL (TRAINING & EDUCATION)	\$ 70,680.00	\$ 0.00	\$ 3,028.00	\$ 68,042.00	\$ 2,638.00	96.27
5550	TRANSPORT INMATE - NOT LOCALLY	\$ 1,000.00	\$ 0.00	\$ 27.41	\$ 300.15	\$ 699.85	30.01
5802	BANKING FEES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 592.63	\$ 407.37	59.26
5810	DUES & ASSOCIATION MEMBERSHIP	\$ 3,129.00	\$ 0.00	\$ 79.00	\$ 2,218.00	\$ 911.00	70.89
5850	MISCELLANEOUS EXPENSES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 542.83	\$ 42.83	108.57
5860	PROFESSIONAL CERTIFICATION/LICE	\$ 320.00	\$ 0.00	\$ 40.00	\$ 95.00	\$ 225.00	29.69

RSW REGIONAL JAIL AUTHORITY
 EXPENDITURE SUMMARY REPORT DEFINITION TYPE #1
 for Fiscal Year 2018 (2017-2018 FISCAL YEAR)
 Posted and Distributed Figures
 Executed By: lclinedinst

Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5000	OTHER SERVICES	\$ 842,523.00	\$ 0.00	\$ 65,699.15	\$ 477,663.47	\$ 364,859.53	56.69
	OBJ 6000 MATERIALS AND SUPPLIES						
6001	OFFICE SUPPLIES	\$ 26,000.00	\$ 0.00	\$ 1,984.20	\$ 6,727.34	\$ 19,272.66	25.87
6002	FOOD SERVICE	\$ 360,000.00	\$ 0.00	\$ 34,403.62	\$ 148,104.49	\$ 211,895.51	41.14
6003	FOOD SERVICE SUPPLIES	\$ 23,900.00	\$ 0.00	\$ 842.37	\$ 9,342.43	\$ 14,557.57	39.09
6004	MEDICAL & LAB SUPPLIES	\$ 31,550.00	\$ 0.00	\$ 5,563.92	\$ 20,765.27	\$ 10,784.73	65.82
6005	LAUNDRY/HOUSEKEEPING SUPPLIES	\$ 60,000.00	\$ 0.00	\$ 6,606.93	\$ 20,502.35	\$ 39,497.65	34.17
6006	LINEN SUPPLIES	\$ 16,750.00	\$ 0.00	\$ 0.00	\$ 4,539.60	\$ 12,210.40	27.10
6007	REPAIRS & MAINTENANCE SUPPLIES	\$ 23,500.00	\$ 0.00	\$ 4,588.62	\$ 20,259.58	\$ 3,240.42	86.21
6008	VEHICLE SUPPLIES (GAS & OIL)	\$ 26,500.00	\$ 0.00	\$ 1,167.71	\$ 7,125.73	\$ 19,374.27	26.89
6009	VEHICLE REPAIR & MAINT. SUPPLIE	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
6010	POLICE EQUIPMENT & SUPPLIES (IN	\$ 38,016.00	\$ 0.00	\$ 924.77	\$ 3,661.59	\$ 34,354.41	9.63
6011	UNIFORMS AND WEARING APPAREL -	\$ 15,000.00	\$ 0.00	\$ 5,743.75	\$ 17,175.06	\$ 2,175.06	114.50
6014	OPERATING SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 8.80	\$ 8.80	\$ 2,991.20	0.29
6015	GROUNDS MAINTENANCE	\$ 8,500.00	\$ 0.00	\$ 379.13	\$ 3,787.38	\$ 4,712.62	44.56
6016	REPAIR & MAINT EQUIPMENT-TOOLS	\$ 1,400.00	\$ 0.00	\$ 503.17	\$ 1,533.29	\$ 133.29	109.52
6020	INMATE SUPPLIES	\$ 35,000.00	\$ 0.00	\$ 1,906.22	\$ 17,528.73	\$ 17,471.27	50.08
6000	MATERIALS AND SUPPLIES	\$ 671,616.00	\$ 0.00	\$ 64,623.21	\$ 281,061.64	\$ 390,554.36	41.85
	OBJ 8000						
8101	MACHINERY & EQUIPMENT	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
8102	FURNITURE & FIXTURES	\$ 5,000.00	\$ 0.00	\$ 66.30	\$ 7,109.45	\$ 2,109.45	142.19
8107	COMPUTER EQUIPMENT & SOFTWARE	\$ 32,500.00	\$ 0.00	\$ 1,083.97	\$ 28,796.65	\$ 3,703.35	88.61
8000		\$ 47,500.00	\$ 0.00	\$ 1,150.27	\$ 35,906.10	\$ 11,593.90	75.59
100	Operating Fund	\$ 11,351,265.00	\$ 0.00	\$ 855,564.97	\$ 5,115,393.66	\$ 6,235,871.34	45.06
	FD 150 OPERATING RESERVE						
	OBJ 9000 CONTINGENCIES & OTHER						
9510	PRINCIPAL ON GENERAL OBLIGATION	\$ 995,000.00	\$ 0.00	\$ 224,593.58	\$ 472,385.42	\$ 522,614.58	47.48
9520	INTEREST ON GENERAL OBLIGATION	\$ 1,998,634.00	\$ 0.00	\$ 497,015.63	\$ 999,317.20	\$ 999,316.80	50.00
9000	CONTINGENCIES & OTHER	\$ 2,993,634.00	\$ 0.00	\$ 721,609.21	\$ 1,471,702.62	\$ 1,521,931.38	49.16
150	OPERATING RESERVE	\$ 2,993,634.00	\$ 0.00	\$ 721,609.21	\$ 1,471,702.62	\$ 1,521,931.38	49.16
GRAND TOTAL		\$ 14,344,899.00	\$ 0.00	\$ 1,577,174.18	\$ 6,587,096.28	\$ 7,757,802.72	45.92

RSW REGIONAL JAIL AUTHORITY
 FD-SOURCE REVENUES SUMMARY REPORT DEFINITION TYPE #1
 for Fiscal Year 2018 (2017-2018 FISCAL YEAR)
 Posted Only Figures
 Executed By: lclinedinst

Page: 1
 Date: 01/10/18
 Time: 08:43:59

Code	Description	Estimated Revenue	Est. Revenue For DECEMBER	Revenue For DECEMBER	Revenue YTD	Unrealized Balance	Percent Real
FD 100 Operating Fund							
SOURCE 100000							
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 249,322.00	\$ 0.00	\$ 0.00	\$ 124,660.00	\$ 124,662.00	50.00
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 1,403,816.00	\$ 0.00	\$ 350,954.00	\$ 1,052,862.00	\$ 350,954.00	75.00
110605	FUNDS FROM WARREN COUNTY	\$ 2,440,814.00	\$ 0.00	\$ 610,204.00	\$ 1,830,611.00	\$ 610,203.00	75.00
160501	PRISONERS KEEP FEE	\$ 100,000.00	\$ 0.00	\$ 10,191.51	\$ 63,586.34	\$ 36,413.66	63.59
160503	ELECTRONIC MONITORING PARTICIPAN	\$ 58,000.00	\$ 0.00	\$ 750.00	\$ 18,603.00	\$ 39,397.00	32.07
160504	PRISONER ROOM & BOARD FEE - WORK	\$ 135,000.00	\$ 0.00	\$ 8,344.04	\$ 59,831.01	\$ 75,168.99	44.32
160505	PRE-TRIAL DRUG AND ALCOHOL FEE	\$ 33,000.00	\$ 0.00	\$ 2,135.00	\$ 10,040.00	\$ 22,960.00	30.42
160901	PHYSICIAN CO-PAY	\$ 3,000.00	\$ 0.00	\$ 647.29	\$ 2,771.98	\$ 228.02	92.40
160902	NURSE CO-PAY	\$ 3,000.00	\$ 0.00	\$ 501.55	\$ 2,073.38	\$ 926.62	69.11
160903	DENTIST CO-PAY	\$ 2,000.00	\$ 0.00	\$ 74.91	\$ 636.94	\$ 1,363.06	31.85
160904	PRESCRIPTION CO-PAY	\$ 18,000.00	\$ 0.00	\$ 1,302.19	\$ 9,103.20	\$ 8,896.80	50.57
160905	MEDICAL TRANSPORT CO-PAY	\$ 500.00	\$ 0.00	\$ 87.12	\$ 87.12	\$ 412.88	17.42
160906	MEDICAL SUPPLIES	\$ 500.00	\$ 0.00	\$ 141.02	\$ 363.66	\$ 136.34	72.73
160907	MEDICAL INMATE RESPONSIBLE	\$ 1,200.00	\$ 0.00	\$ 165.08	\$ 415.16	\$ 784.84	34.60
160908	MEDICATION (OVER THE COUNTER)	\$ 700.00	\$ 0.00	\$ 30.00	\$ 81.00	\$ 619.00	11.57
160909	CHRONIC MEDICAL CARE PROGRAM	\$ 4,800.00	\$ 0.00	\$ 89.99	\$ 866.41	\$ 3,933.59	18.05
189912	MISCELLANEOUS REVENUE	\$ 1,000.00	\$ 0.00	\$ 1,750.83	\$ 4,307.79	\$ 3,307.79	430.78
190202	PER DIEM (LOCAL)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 49,592.30	\$ 49,592.30	100.00
190204	TELEPHONE COMMISSIONS	\$ 168,000.00	\$ 0.00	\$ 16,657.15	\$ 77,688.72	\$ 90,311.28	46.24
100000		\$ 4,622,652.00	\$ 0.00	\$ 1,004,025.68	\$ 3,308,181.01	\$ 1,314,470.99	71.56
SOURCE 200000							
240103	COMP BOARD VACANCY SAVINGS	\$ 660,000.00	\$ 0.00	\$ 79,382.11	\$ 623,091.85	\$ 36,908.15	94.41
240104	DOC REIMBURSEMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,573.91	\$ 9,573.91	100.00
240105	COMP BOARD SALARY FUNDING	\$ 4,813,653.00	\$ 0.00	\$ 308,128.48	\$ 1,407,797.87	\$ 3,405,855.13	29.25
240106	COV COMP BOARD PER DIEM (STATE)	\$ 748,207.00	\$ 0.00	\$ 0.00	\$ 385,648.00	\$ 362,559.00	51.54
240107	COMP BOARD BENEFIT FUNDING	\$ 484,253.00	\$ 0.00	\$ 30,962.63	\$ 147,469.65	\$ 336,783.35	30.45
200000		\$ 6,706,113.00	\$ 0.00	\$ 418,473.22	\$ 2,573,581.28	\$ 4,132,531.72	38.38
SOURCE 300000							
333020	FEDERAL DISASTER RECOVERY ASSIST	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,819.63	\$ 6,819.63	100.00
100	Operating Fund	\$ 11,328,765.00	\$ 0.00	\$ 1,422,498.90	\$ 5,888,581.92	\$ 5,440,183.08	51.98
FD 150 OPERATING RESERVE							
SOURCE 100000							
110603	FUNDS FROM RAPPAHANNOCK COUNTY	\$ 182,312.00	\$ 0.00	\$ 0.00	\$ 91,156.00	\$ 91,156.00	50.00
110604	FUNDS FROM SHENANDOAH COUNTY	\$ 1,026,517.00	\$ 0.00	\$ 256,629.00	\$ 769,887.00	\$ 256,630.00	75.00
110605	FUNDS FROM WARREN COUNTY	\$ 1,784,805.00	\$ 0.00	\$ 446,201.00	\$ 1,338,603.00	\$ 446,202.00	75.00
100000		\$ 2,993,634.00	\$ 0.00	\$ 702,830.00	\$ 2,199,646.00	\$ 793,988.00	73.48
150	OPERATING RESERVE	\$ 2,993,634.00	\$ 0.00	\$ 702,830.00	\$ 2,199,646.00	\$ 793,988.00	73.48
GRAND TOTAL		\$ 14,322,399.00	\$ 0.00	\$ 2,125,328.90	\$ 8,088,227.92	\$ 6,234,171.08	56.47



RSW Regional Jail
Rappahannock, Shenandoah and Warren County
6601 Winchester Road
Front Royal, Virginia 22630
Phone: (540) 622-6097
Fax: (540) 622-2846

Russell W. Gilkison
Superintendent

MEMORANDUM

To: RSW Regional Jail Authority Board Members
From: Lori Clinedinst, Director of Finance
Date: January 10, 2018
Subject: FY19 Budget

Overall, Expenditures are down this year for the first draft of the FY 2018-2019 budget. I have not received the new rates from Virginia Retirement System or Anthem (The Local Choice). I anticipate VRS to send the FY19 rates out some time in January.

Anthem has historically sent the renewal rates out in March or early April, so those adjustments will have to be made at that time.

On the Revenue for FY2018 there was a discrepancy regarding the funds in the Comp Board Vacancy Line Item. Vacancy Savings of \$660,000 was budgeted on line item 240103. However, this amount was included in the Comp Board Salary line item 240105. This error has been corrected on both the budget documents and in Open RDA to more accurately reflect our projected revenues.

Please let me know if you have any questions.

FY19 RSW Budget Summary

	FY16	FY16	FY17	FY17	FY18	FY18	FY18	FY19	FY19	2.0%	2.0%	2.50%	2.50%
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	FY18	1/24/2018	BUDGET	INC/(DEC)	INCREASE	INC/(DEC)	INCREASE	INC/(DEC)
Revenue													
FUNDS FROM RAPPAHANNOCK COUNTY	458,608	358,282	469,927	426,737	431,634	471,828	323,725	464,992	33,358	473,347	41,713	475,436	43,802
FUNDS FROM SHENANDOAH COUNTY	2,458,556	2,172,564	2,597,880	2,354,701	2,430,333	2,656,647	1,822,749	2,803,236	372,903	2,853,608	423,275	2,866,201	435,868
FUNDS FROM WARREN COUNTY	4,675,668	4,679,672	4,523,895	4,101,079	4,225,619	4,619,111	3,169,214	4,112,593	(113,026)	4,186,494	(39,125)	4,204,970	(20,649)
FUNDS FROM INMATE ACCOUNT	-	-	-	-	-	-	-	-	-	-	-	-	-
INTEREST EARNED	-	59,166	-	61,241	-	-	-	-	-	-	-	-	-
UNREALIZED GAIN (LOSS) ON INVESTMENTS	-	163,408	-	(131,460)	-	-	-	-	-	-	-	-	-
PRISONERS KEEP FEE	66,000	91,976	100,000	122,917	100,000	-	74,593	140,000	40,000	-	-	-	-
PROCESSING FEE	-	-	-	-	-	-	-	-	-	-	-	-	-
ELECTRONIC MONITORING PARTICIPANT FEE	18,000	69,699	36,000	54,806	58,000	-	19,902	45,000	(13,000)	-	-	-	-
PRISONER ROOM & BOARD FEE -WORK RELEASE	180,000	109,034	135,000	95,458	135,000	-	70,240	140,000	5,000	-	-	-	-
PRE-TRIAL DRUG AND ALCOHOL FEE	-	29,632	33,000	22,710	33,000	-	11,715	25,000	(8,000)	-	-	-	-
SSA INCENTIVE PAY	-	-	-	-	-	-	-	-	-	-	-	-	-
PHYSICIAN CO-PAY	2,000	3,893	3,000	5,767	3,000	-	3,266	6,000	3,000	-	-	-	-
NURSE CO-PAY	1,000	3,705	3,000	4,520	3,000	-	2,479	5,000	2,000	-	-	-	-
DENTIST CO-PAY	1,000	-	2,000	1,225	2,000	-	792	1,500	(500)	-	-	-	-
PRESCRIPTION CO-PAY	3,000	15,903	12,000	17,493	18,000	-	10,635	20,000	2,000	-	-	-	-
MEDICAL TRANSPORT	-	300	500	59	500	-	87	500	-	-	-	-	-
MEDICAL SUPPLIES	-	396	-	280	500	-	380	800	300	-	-	-	-
MEDICAL INMATE RESPONSIBLE	-	1,231	-	1,271	1,200	-	430	1,200	-	-	-	-	-
MEDICATION (OVER-THE-COUNTER)	-	272	-	422	700	-	111	400	(300)	-	-	-	-
CHRONIC MEDICAL CARE PROGRAM	-	-	-	1,898	4,800	-	1,114	2,000	(2,800)	-	-	-	-
OPTOMETRY CO-PAY	-	-	-	-	-	-	-	-	-	-	-	-	-
BAD CHECK FEE	-	-	-	-	-	-	-	-	-	-	-	-	-
PAYMENTS FOR DAMAGE TO PROPERTY	-	216	-	705	-	-	-	-	-	-	-	-	-
GIFTS & DONATION FROM PRIVATE SOURCE	-	-	-	-	-	-	-	-	-	-	-	-	-
SALE OF SALVAGE & SURPLUS PROPERTY	-	-	-	-	-	-	-	-	-	-	-	-	-
FOIA	-	1,119	1,000	-	-	-	-	-	-	-	-	-	-
MISCELLANEOUS REVENUE	-	125,128	-	1,093	1,000	-	11,159	1,000	-	-	-	-	-
HOUSING PRISONERS / FEDERAL	-	-	-	-	-	-	-	-	-	-	-	-	-
CONTRACT BED RENTAL SPACE	-	-	-	-	-	-	78,726	170,000	170,000	-	-	-	-
TELEPHONE COMMISSIONS	168,000	155,017	168,000	173,112	168,000	-	77,689	185,000	17,000	-	-	-	-
DOC REIMBURSEMENT	-	-	-	34,923	-	-	10,029	30,000	30,000	-	-	-	-
COMP BOARD VACANCY SAVINGS					660,000								
COMP BOARD SALARY FUNDING	4,417,287	4,409,972	4,757,482	4,500,800	4,813,653	-	2,419,243	4,813,920	267	-	-	-	-
COV COMP BOARD PER DIEM (State)	756,000	761,958	756,000	755,218	748,207	-	385,648	770,000	21,793	-	-	-	-
COMP BOARD BENEFIT FUNDING	442,731	401,331	486,639	332,159	484,253	-	179,259	484,280	27	-	-	-	-
TOTAL LOCALITY CONTRIBUTION	7,592,832	7,210,518	7,591,702	6,882,517	7,087,586	7,747,586	5,315,688	7,380,820	293,234	7,513,449	425,863	7,546,607	459,021
TOTAL OTHER REVENUE	6,055,018	6,403,356	6,493,621	6,056,617	7,234,813	6,574,813	3,357,497	6,841,600	266,787	6,841,600	266,787	6,841,600	266,787
TOTAL REVENUE	13,647,850	13,613,874	14,085,323	12,939,134	14,322,399	14,322,399	8,673,185	14,222,420	560,021	14,355,049	425,863	14,388,207	459,021
Expenses													
Salary and Benefits	8,579,687	6,692,915	8,829,938	7,283,138	8,770,231	-	4,454,687	8,668,397	(101,834)	8,799,806	-	8,832,659	-
Contractual Services	831,458	985,058	804,437	1,225,194	1,019,395	-	580,277	1,010,037	(9,358)	1,011,257	-	1,011,562	-
Utilities	605,776	642,710	622,546	664,853	671,769	-	332,292	669,068	(2,701)	669,068	-	669,068	-
Insurance	53,991	59,148	66,819	66,297	67,125	-	63,826	70,713	3,588	70,713	-	70,713	-
Lease/Rent of Equipment	23,160	25,064	23,000	25,582	23,000	-	12,968	23,000	-	23,000	-	23,000	-
Travel and Training	76,580	80,022	72,180	69,207	75,680	-	69,273	76,120	440	76,120	-	76,120	-
Miscellaneous	52,403	18,395	9,410	4,180	4,949	-	3,449	4,929	(20)	4,929	-	4,929	-
Materials & Supplies	643,965	584,710	689,215	625,375	671,615	-	307,984	646,600	(25,015)	646,600	-	646,600	-
Capital Outlay	19,655	2,364,049	16,350	2,368,602	25,000	-	36,317	43,000	18,000	43,000	-	43,000	-
Contingencies & Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Debt Service	2,761,175	2,029,924	3,004,386	2,975,526	2,993,634	-	1,471,703	3,010,556	16,922	3,010,556	-	3,010,556	-
Total Expenses	13,647,850	13,481,995	14,138,281	15,307,954	14,322,399	14,322,399	7,332,776	14,222,420	(99,979)	14,355,049	32,650	14,388,207	65,808

FY19 RSW Budget Summary

	FY16	FY16	FY17	FY17	FY18	FY18	FY19	FY19	2.0%	2.0%	2.50%	2.50%
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	1/24/2018	BUDGET	INC/(DEC)	INCREASE	INC/(DEC)	INCREASE	INC/(DEC)
Amount Requested	7,592,832		(7,644,660)		(7,087,586)	(7,747,586)	(7,380,820)		(7,513,449)		(7,546,607)	
Contributions												
Rappahannock County	458,607		462,335		431,634	471,828	464,992	33,358	473,347	41,713	475,436	43,802
Shenandoah County	2,597,508		2,603,195		2,430,333	2,656,647	2,803,236	372,903	2,853,608	423,275	2,866,201	435,868
Warren County	4,655,165		4,526,173		4,225,619	4,619,111	4,112,593	(113,026)	4,186,494	(39,125)	4,204,970	(20,649)
Locality Contribution %	6.04%		6.19%		6.09%		6.30%	0.21%	6.30%		6.30%	
	34.21%		34.22%		34.29%		37.98%	3.69%	37.98%		37.98%	
	61.31%		59.59%		59.62%		55.72%	-3.90%	55.72%		55.72%	
The FY18 Revenue totals were over estimated by \$660,000 and shown separately as Vacancy Savings. The \$660,000 was already accounted for in the Comp Board Salary line item and should not have been shown as additional revenue.												

FY15-FY16-FY17 True-Up

Average Daily Population Per Jurisdiction	Average				Budgeted True-Up	
	FY15	FY16	FY17	Average	FY17	%
Rappahannock	24.58	20.49	17.00	20.69	6.19%	6.30%
Shenandoah	124.98	117.32	132.00	124.77	34.22%	37.98%
Warren	188.46	182.68	178.00	183.05	59.59%	55.72%
	338.02	320.49	327.00	328.51	100.00%	100.00%

Fiscal Year 2017 True-Up

Total Revenue	8,089,903
Minus Total Expenditures	6,875,896
Excess/Short Revenue	1,214,007

Actually Paid in FY17

Rappahannock = 6.19%	215,816
Shenandoah = 34.22%	1,822,749
Warren = 59.59%	3,169,214
	5,207,779

FY17 True-up percentages

Rappahannock	53,133	5.76%
Shenandoah	353,851	38.36%
Warren	515,465	55.88%
	922,449	

	FY18 Budgeted Quarterly payment	RFC True-Up Amount	Estimated FY18 4th Qtr pmt	FY19 ANTICIPATED %
Rappahannock	107,909	53,133	54,775	6.30%
Shenandoah	607,583	353,851	253,732	37.98%
Warren	1,056,405	515,465	540,940	55.72%
	1,771,897	922,449	849,448	100.00%

CALCULATIONS BASED ON FY17 AUDIT

Compiled by RFC Associates

Total RSW Jail Budget	14,322,399
Less Debt Service	<u>2,993,634</u>
FY 17 Budget less debt service	11,328,765
per Authority Agreement 60 days of operations budget as reserve less debt service	1,888,128
Change in net position	(1,198,460)
Depreciation	<u>2,351,521</u>
Discussion related to return to localities	1,153,061
Possible 20% for capital reserve	230,612
balance to return to localities on 4th qtr pymt	922,449
Balance of total reserve	2,582,133

Capital Reserve Balance	\$ 177,396
20% to Capital Reserve	\$ 230,612
	\$ 408,008

Operating Reserve Balance as of 01/25/2018	3,102,927.56	
Pay Down of Bond Proceeds from VRA:		
Bond Proceeds deposited at closing:	1,624,576.00	
Bond Proceeds from 3/21 requisition:	<u>819,226.27</u>	
	2,443,802.27	
		Bond Balance Remaining
Beginning Balance:	2,443,802.27	
Payment made to US Bank 5/22/2017	(722,192.01)	1,721,610.26
Payment made to US Bank 09/01/2017	(750,093.41)	971,516.85
Payment made to US Bank 12/4/17	(721,609.21)	249,907.64
Deposits from Localities:		
7/13/17 from Warren County	446,201.00	
7/13/17 from Shenandoah County	256,629.00	
08/10/17 from Rappahannock Co.	45,578.00	
9/11/17 from Warren County	446,201.00	
9/15/17 from Shenandoah County	256,629.00	
10/06/17 from Rappahannock Co.	45,578.00	
12/8/17 from Shenandoah County	256,629.00	
12/27/17 from Warren County	446,201.00	
1/10/18 from Rappahannock County	45,578.00	



TOWN OF FRONT ROYAL

DEPARTMENT OF FINANCE

102 E. MAIN STREET

P.O. BOX 1560

FRONT ROYAL, VIRGINIA 22630-1560

www.frontroyalva.com

Item # 11

B. J. WILSON
Director of Finance
bwilson@frontroyalva.com

(540) 635-7799
(540) 635-2298 fax

January 9, 2018

RSW Regional Jail Authority
6601 Winchester Rd.
Front Royal, Va. 22630

Dear RSW Regional Jail Authority,

The Town of Front Royal Department of Finance has calculated the volume of water & sewage supplied for calendar year 2017 for the annual true up included in your out of town water and sewage service agreement.

The agreement states that the RSW Regional Jail shall receive a credit when certain conditions occur within a calendar year. One of the criteria is the Authority consumes water or discharges sewage less than 6,480,000 gallons during the entire calendar year. Town of Front Royal records indicate that the amount of 6,740,000 gallons of water was consumed and 9,811,900 gallons of sewer was discharged for calendar year 2017. Based on the Authority exceeding the limits stated in the annual true up, no credit will be given for calendar year 2017.

Attached you will find a copy of the Town of Front Royal Department of Finance's calculations for your reference.

Please feel free to contact me if you have any questions,

Sincerely,

A handwritten signature in blue ink, appearing to read "B.J. Wilson", is written over the word "Sincerely,".

B.J. Wilson,
Director of Finance

2017 Annual True Up

Act#01-178273-01
 RSW Regional Jail Authority
 5601 Winchester Rd

Annual True Up

At the end of each calendar year, the volume of water supplied to, and the volume of sewage discharged from, the Regional Jail for that calendar year shall each be calculated

The Authority shall receive a credit when all of the following conditions occur within a calendar year:

- 1) Authority consumes water or discharges sewage in excess of 540,000 gallons during any 30 day billing period
- 2) Authority consequently pays the Town 2.0 times the In-Town rate for such excess
- 3) Authority consumes water or discharges sewage less than 6,480,000 gallons during the year

Consumption by Meter						
Date	Water 1852752516H/1852752126H	Water 1852728389L/1852752258L	Total Water	Sewer 68399/55986	Sewer 55987	Total Sewer
2/1/2017	50,700	458,300	509,000	444,900	85,600	530,500
3/1/2017	60,800	511,300	572,100	532,200	125,200	657,400
3/30/2017	61,300	333,700	395,000	532,200	104,100	636,300
5/1/2017	29,600	-	29,600	532,200	98,400	630,600
5/17/2017	19,300	-	19,300			-
6/2/2017	371,800	301,300	673,100	440,800	108,100	548,900
6/30/2017	153,500	455,900	609,400	502,200	115,800	618,000
8/1/2017	242,300	517,800	760,100	568,200	163,400	731,600
9/1/2017	263,000	507,400	770,400	473,500	330,700	804,200
9/29/2017	179,300	445,100	624,400	563,100	312,700	875,800
11/1/2017	154,400	484,200	638,600	554,500	188,700	743,200
12/1/2017	81,300	489,000	570,300	575,800	363,100	938,900
1/2/2018	81,600	487,100	568,700	575,400	1,521,100	2,096,500
Total Gallons			6,740,000			9,811,900



Town Of Front Royal
 Department of Finance
 P.O. Box 1560
 Front Royal, Va. 22630-1560
 (540) 635-7799
 www.frontroyalva.com

Remittance Copy
 Please Return with Payment

Item # 11
0000034199

UTILITY BILL

Account Number
 01-178273-01

RSW REGIONAL JAIL AUTHORITY
 6601 WINCHESTER RD
 FRONT ROYAL VA 22630

DUE BY 02/01 \$ 61,509.59
DUE AFTER 02/01 \$ 61,509.59

Service 6601 WINCHESTER RD
 Location

(Please submit top portion with payment)

ANY PREVIOUS BALANCE IS DUE IMMEDIATELY

Readings		Current		Previous		Usage
Meter ID - Dial #	Date	Reading	Date	Reading		
1852752516H - 1	01/02	11591	12/01	10775	816	
1852728389L - 1	01/02	36878	12/01	32007	4871	
68399 - 1	01/02	42535	12/01	36781	5754	
55987 - 1	01/02	83914	12/01	68703	15211	

Previous Balance (12/13/17) \$	29,332.39
Payments	29,332.39 cr
Balance Forward \$	0.00
WATER	6,785.66
SEWER	53,594.88
FIRESUP	331.10
METER	797.95
Current Charges (01/12/18) \$	61,509.59

DUE BY 02/01 \$ 61,509.59
DUE AFTER 02/01 \$ 61,509.59

Town offices will be closed Monday, 1/15/18 observing Martin Luther King Jr. Day. Garbage/recycling will be on Wednesday, 1/17/18 - No yard waste will be picked up.

Account Number
 01-178273-01

Service 6601 WINCHESTER RD
 Location

RSW REGIONAL JAIL AUTHORITY
 6601 WINCHESTER RD
 FRONT ROYAL VA 22630

RECEIVED
 JAN 16 2018

BY: *SW*