

MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

BOARD MEETING

Minutes from January 14, 2025

The meeting was called to order at 9:00 a.m. by Chairman Ms. Seay at the Middle Peninsula Regional Security Center conference room, Saluda, Virginia.

BOARD MEMBERS PRESENT:

Vivian Seay, King & Queen
Timothy Doss, Mathews
Randy Crittenden, Middlesex
Sheriff Walter Holmes, Essex
Deputy Easter, Middlesex
Sheriff April Edwards, Mathews
Robert Akers, Essex
William Hodges, King William

BOARD MEMBERS ABSENT:

Sheriff Rob Balderson, King & Queen
Sheriff TD Lumpkin, King William

ALSO, PRESENT:

Brendan Hefty, Attorney
Jerry Bristow, Superintendent
Amanda Keithley, Clerk
Andrea Kinsler, Finance Director
Tracy Proctor, Major
Benton Bos, Sergeant

RE: PUBLIC COMMENTS

There was no comment.

RE: APPROVAL OF MINUTES

A motion was made by Mr. Doss and seconded by Deputy Easter to approve the November 13, 2024 minutes. Motion carried.

RE: FINANCIAL REPORT

There were no questions regarding the financial report.

Ms. Kinser informed the Board that she has received the draft audit for fiscal year 2024 from Robinson, Farmer and Cox.

RE: SMALL PURCHASE POLICY

Ms. Seay asked Attorney Hefty to explain the revised Small Purchase Policy that was included in the Board packet. Attorney Hefty explained that the revised policy would make it in line with what the State Code allows; \$200,000 for Goods and Service purchase, and \$80,000 for Professional services. A discussion ensued. Mr. Hodges made the motion to accept the policy with the following changes: add the language to include the \$300,000 non-transportation construction and purchases under \$3,000 will no longer need a quote. Motion was seconded by Mr. Akers. Motion carried.

RE: REMOTE PARTICIPATION POLICY

Attorney Hefty explained the Remote Participation Policy that was included in the Board packet. A motion was made by Mr. Akers and seconded by Deputy Easter to adopt the remote participation policy as written. Motion carried.

RE: SUPERINTENDENT'S REPORT

Mr. Bristow informed the Board that the current ADP was 153. The Department of Corrections has been picking up inmates ten (10) at a time. We currently have twenty-eight (28) contract beds and are expecting eight (8) to ten (10) more from Culpeper.

Mr. Bristow informed the Board that we received two (2) bids for the generator. In the long-term budget plan we had budgeted \$900,000; the bids came in at \$1,079,875 and \$935,134. Mr. Bristow explained that there are funds in the budget for capital improvement projects that the facility will not be able to complete for multiple reasons. A discussion ensued. Mr. Doss made the motion to approve the project, use current budget funding and move it from one project to another as needed, and seconded by Mr. Akers. Motion carried.

RE: FY2026 BUDGET PRESENTATION

Mr. Bristow presented the FY26 budget. A discussion ensued. A motion was made by Mr. Akers to adopt the proposal with the following changes; decrease the employee medical insurance to ten percent (10%) and increase overtime line with the difference, and seconded by Mr. Doss. Motion passed.

RE: BUSINESS BROUGHT UP BY AUTHORITY BOARD MEMBERS

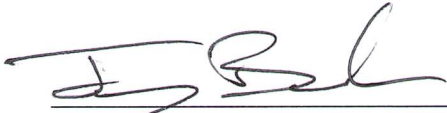
There was no business brought up by members.

The February and March meetings will be cancelled if they are not needed.

RE: ADJOURNMENT

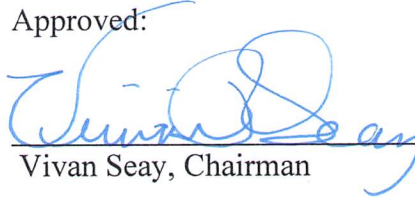
A motion was made by Sheriff Holmes and seconded by Mr. Doss to adjourn. The vote was unanimous. The meeting adjourned at 10:03 a.m. The next meeting is scheduled for February 5, 2025.

Respectfully submitted,



Jerry Bristow, Superintendent

Approved:



Vivan Seay, Chairman

JLB/adk