

MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

BOARD MEETING

Minutes from July 2, 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
Robert Akers, Essex
Timothy Doss, Mathews
Sheriff Walter Holmes, Essex
Sheriff April Edwards, Mathews
Deputy Easter, Middlesex

BOARD MEMBERS ABSENT:

Sheriff Rob Balderson, King & Queen
Randy Crittenden, Middlesex
William Hodges, King William
Sheriff T.D. Lumpkin, King William

ALSO PRESENT:

Brendan Hefty, Attorney
Jerry Bristow, Superintendent
Amanda Keithley, Clerk
Andrea Kinser, Finance Director
Tracy Proctor, Major

RE: ELECTION OF OFFICERS

A motion was made by Mr. Akers and seconded by Sheriff Edwards to keep the current slate of officers as follows: Ms. Seay as Chair, Mr. Doss as Vice-Chair, and Ms. Keithley as clerk. Motion carried.

RE: PUBLIC COMMENTS

There were no comments.

RE: APPROVAL OF MINUTES

A motion was made by Mr. Akers and seconded by Mr. Doss to approve the May 7, 2025 minutes. Motion carried.

RE: FINANCIAL REPORT

Mr. Akers asked what the FY25 surplus was looking like. Ms. Kinser stated that as of July 1, it was about \$692,000, but they are waiting for some revenue, expenses, and VRS figures to come in.

RE: SUPERINTENDENT'S REPORT

Mr. Bristow reported that the current ADP is 176. The facility is currently holding twenty-five (25) from Newport News and seven (7) from Culpeper.

Mr. Bristow informed the Board that the FCC has changed the waiver for commission until April 1, 2027.

Mr. Bristow asked for the following appropriations from projects that were not completed in FY25: kitchen improvements for kosher meals \$22,929; van with insert \$110,000; and the Well Being Grant \$29,632. A motion was made by Mr. Akers and seconded by Mr. Doss to approve the appropriations in the amount of \$162,561 for the revenue and expenses. Motion passed.

Mr. Bristow informed the Board that the facility has a leak at the water pump shed. The maintenance department has scheduled a backhoe to be delivered so they can assess the pipe and damage. The pipe is supposed to be four (4) inches in diameter, and it was found that it changes from four (4) inches to a two (2) inches diameter.

Mr. Bristow informed the Board that the new generator should be installed in October, and it could take about thirty (30) days for installation and setup.

Ms. Seay has asked for a CIP (Capital Improvement Plan) for 10-20 years. Mr. Doss asked to find out a price to tear down the old jail.

Mr. Bristow explained that the facility was waiting to receive some large medical bills.

RE: CLOSED SESSION

A motion was made by Mr. Doss and seconded by Mr. Akers that the Board of the Middle Peninsula Regional Security Center enter into closed meeting pursuant to Va. Code § 2.2-3711(A)(1) to discuss a personnel matter involving the Superintendent's Annual Review. Motion passed.

RE: RETURN TO OPEN SESSION AND CERTIFICATION OF CLOSED MEETING

Madam Chair, I move that each member of the Board of the Middle Peninsula Regional Security Center certify that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered, and (3) no action was taken in the closed meeting.

Roll Call Vote:

Vivian Seay	Aye
Robert Akers	Aye
Timothy Doss	Aye
Sheriff Walter Holmes	Aye
Sheriff April Edwards	Aye
Deputy Easter	Aye

Ms. Seay commended Mr. Bristow for his leadership, hard work and respectfulness to others. A motion was made by Mr. Doss and seconded by Mr. Akers to increase Mr. Bristow's salary to \$158,857.00. Motion passed.

Sheriff Edwards commented on all of the certifications that the facility is now offering to the inmates.

RE: BUSINESS BROUGHT UP BY AUTHORITY BOARD MEMBERS

There was no business brought up by members.

RE: ADJOURNMENT

A motion was made by Mr. Doss and seconded by Mr. Akers to adjourn. The vote was unanimous. The meeting adjourned at 10:00 a.m. The next meeting is scheduled for September 3, 2025.

Respectfully submitted,



Jerry Bristow, Superintendent

Approved:



Vivan Seay, Chairman

JLB/adk