

MIDDLE PENINSULA REGIONAL JAIL AUTHORITY

BOARD MEETING

Minutes from November 12, 2025

The meeting was called to order at 9:05 a.m. by Chairman Ms. Seay at the Middle Peninsula Regional Security Center conference room, Saluda, Virginia. There was not a quorum.

BOARD MEMBERS PRESENT:

Vivian Seay, King & Queen  
Robert Akers, Essex  
Randy Crittenden, Middlesex  
Timothy Doss, Mathews  
Sheriff Walter Holmes, Essex

BOARD MEMBERS ABSENT:

Sheriff Rob Balderson, King & Queen  
Sheriff David Bushey, Middlesex  
Sheriff April Edwards, Mathews  
William Hodges, King William  
Sheriff T.D. Lumpkin, King William

ALSO PRESENT:

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

The meeting agenda was altered to remove the Election of Officers and the Closed Session. The Election of Officers was mistakenly included on the agenda and there was no need for a Closed Session.

RE: PUBLIC COMMENTS

There were no comments.

RE: APPROVAL OF MINUTES

The Minutes were not approved due to lack of a quorum.

RE: FINANCIAL REPORT

Mrs. Kinser asked if there were any questions regarding the Financial Report included in the meeting packet. Mr. Doss asked where Mrs. Kinser thought we would be with regard to finances

at the end of the year. He stated that the Board had previously discussed the possibility of the member localities not paying their fourth (4<sup>th</sup>) quarter contribution due to revenues from housing inmates for Newport News and Culpeper, and he wanted to know how those revenues were progressing and her thoughts on the topic. Mrs. Kinser responded that the facility has multiple high dollar capital projects planned and that the ones bid out so far have returned substantially higher bids than what was expected. She stated that, as the Finance Director, she was cautious about not collecting funds that the jail might need because she would not like to blindside the member localities if need for additional funds arose. She informed the Board that the unrestricted net position as of June 30<sup>th</sup> had increased by approximately \$894,000 and, of that, the Unrestricted Net Position Policy allows the Board to use \$2,635,000. The five (5) year Capital Improvement Plan current holds items totaling \$2,723,000. Mrs. Kinser suggested that the Board revisit this question after the annual audit and the next year's budget are completed since the fourth (4<sup>th</sup>) quarter contribution would not be billed until April 1, 2026. Mrs. Kinser informed the Board that this current year's revenues and expenses are trending as expected with 73% of the revenues outstanding at the end of the first quarter. She also stated that the number of Newport News and Culpeper inmates housed is beginning to decline as expected as we approach the holidays, and we would need to wait to see if those numbers rebound afterwards. Mr. Doss requested that the Board be provided with a report of Excess Unrestricted Net Position prior to Budget Adoption along with the ramifications of eliminating the fourth (4<sup>th</sup>) quarter member contribution.

Mr. Akers suggested the Board review the Authority Service Agreement.

Mrs. Seay informed the Board that Davenport & Company had recently reviewed the Fund Balance Policies of other jails recently and proposed that we contract with them to review ours. A discussion ensued.

#### RE: SUPERINTENDENT'S REPORT

Mr. Bristow recognized the service of Mr. Hodges, who will be finishing his service to the Board on December 31, 2025. He also recognized Officer South, the Lobby Officer, in light of her impending retirement after over 20 years of service.

Mr. Bristow reported that the current ADP is 190. The facility is currently holding twenty (20) from Newport News and nine (9) from Culpeper. He referenced the decline in inmates from these localities and he explained that staff contacts these localities biweekly to see if they have additional inmates to send.

Mr. Bristow informed the Board that the FCC has changed the date of the end of inmate telephone commissions back to April 2026. Mr. Hefty described the recent actions of the FCC regarding these commissions.

Mr. Bristow discussed capital projects. He stated that a temporary generator would be delivered tomorrow and the new generator should be completely installed in 3 weeks or so. The grease trap project is also underway. That job was originally expected to cost \$25,000; however, only two (2) bids were received at \$76,800 and \$117,500, respectively. He informed that the roofing project was in the preliminary stages. The facility will be using the services of a state-contracted roofing consultant to tell us exactly what needs to be done with regards to the roof before issuing bids.

Mr. Bristow stated that the jail has several openings: three (3) in security, one (1) in maintenance, and one (1) LPN. Mr. Bristow informed the Board that interviews are being scheduled, but interviewees are attending the scheduled interviews. A discussion regarding hiring difficulties and methods to encourage young people to choose local government employment was held.

Mr. Bristow explained that our GED Instructor, who has forty-four (44) years of experience has implemented a certification course program to assist with inmate re-entry. The program currently consists of 10 courses and she is running the program outside of her regular teaching duties. Mr. Bristow asked to increase her salary. Mr. Doss asked if a salary comparison has been done with other jails, and Mr. Bristow responded that he has not because she does more than just GED with the addition of certification program, creative writing classes, and running an Angel Tree program. A discussion ensued. Mr. Bristow will be researching comparable salaries.

#### RE: BUSINESS BROUGHT UP BY AUTHORITY BOARD MEMBERS

Ms. Seay inquired about the status of the Medical Department in general. Mr. Bristow responded that the department was doing fine. He reported that the two employees training for RN and LPN, respectively, would be finished in December and would return to their shifts full time. Mr. Doss asked if Mr. Bristow would seek a temporary nurse while trying to fill the vacancy from the recent resignation and the cost of temporary nurses and the difficulty in obtaining them was discussed.

Ms. Seay inquired about the demolition of the old jail building. Mr. Bristow responded that we have not begun that project but he and Mrs. Kinser have had several conversations about it. He anticipated the next step would be to have an environmental study done to see what hazards exist in the building and we would need that before we bid the job. Mr. Doss mentioned that we may be able to receive money from the state for abatement of asbestos and suggested we reach out to Senator McDougal's office to inquire about funding once we determine what hazards exist. Mr. Akers asked if an environmental study had ever been done on the building and Mrs. Kinser responded that she was not aware of one having been done. Mr. Akers suggested doing the study as the first phase of the project. Mr. Akers asked if the building had to be demolished or if it could be repurposed. Mr. Doss said he did not believe repurposing would be an option. The condition of the building is poor and it is sectioned off by block and steel.

Ms. Seay inquired about the water leak that was discussed at the last meeting. Mr. Bristow said it was contained right now and we would most likely have to replace the line from the pump house to the building when the parking lot is redone, which would be a significant project.

Sheriff Holmes detailed a recent transport where the inmate was able to slide down his waist chain. This causes a severe safety issue. He stated that the jumpsuits once had loops on the back to thread the waist chain through. He asked that the Board give Mr. Bristow permission to seek quotes to return the loop to the jumpsuits. Mr. Bristow said he researched jumpsuits currently being sold and he could not find any with loops on the back. He mentioned that the leather belt restraint might be able to be used. Mr. Akers offered to affix a loop on the back of an extra jumpsuit using his specialized equipment as a sample of what his company could do. Mr. Bristow suggested that we could prepare a set of jumpsuits with loops that would only be used for transports as the loop on the back could cause issues if worn in the units.

RE: ADJOURNMENT

The meeting was ended at 10:01 am.

Respectfully submitted,

  
Jerry Bristow, Superintendent

Approved:

  
Vivan Seay, Chairman

JLB/ahk