



# MIDDLE RIVER REGIONAL JAIL

Serving Staunton, Waynesboro, Harrisonburg and  
the Counties of Augusta and Rockingham

June 1, 2021 2:00 p.m.  
Augusta County Government Center  
18 Government Center Lane  
Verona Virginia 24482

## 1. CALL TO ORDER

Upon determination of a quorum, Mr. King, Chairman, called the June 1, 2021 Middle River Regional Jail Authority Board meeting to order at 2:00 p.m.

### Members Present:

Stephen King, Rockingham County Administrator (Chairman)  
Timothy Fitzgerald, Augusta County Administrator  
Michael G. Hamp, Waynesboro City Manager  
Eric Campbell, Harrisonburg City Manager  
Cameron McCormick, Waynesboro City Finance Director  
Phillip Trayer, Staunton City Finance Director  
Larry Propst, Harrisonburg City Finance Director  
Patricia Davidson, Rockingham County Finance Director  
Jennifer Whetzel, Augusta Assistant County Administrator  
Bryan Hutcheson, Rockingham County Sheriff  
Donald Smith, Augusta County Sheriff  
Matt Robertson, Staunton City Sheriff  
Leslie Beauregard, Assistant Staunton City Manager (Alternate)

### Members Absent:

Gabriel Camacho, Harrisonburg Interim Chief of Police  
Joe Harris, Waynesboro City Sheriff

### Facility Staff:

Jeffery Newton, CJM, Superintendent, Middle River Regional Jail  
Eric Young, Director of Operations, Middle River Regional Jail  
Lori Nicholson, Director of Support Services, Middle River Regional Jail  
Jeannie Colvin, Finance Director, Middle River Regional Jail  
Tina Reed, Recorder, Middle River Regional Jail  
Suzette Anthony, Middle River Regional Jail  
Tyler Moses, IT, Middle River Regional Jail  
Jeff Gore, MRRJA Legal Counsel

### Others Present:

Captain Jimmy L. Wimer, Rockingham County  
Misty Cook, Augusta County Finance Director  
Daniel Lin, DNR  
Jessica Wetzler, DNR

Randall Wolf  
Megan Roane (BRCS)  
Tracy Stover, Citizen  
Logan Roddy, Citizen  
Calvin Pynn, WMRA  
Amanda Dameron, Citizen  
Connie Zinc, Citizen  
Ned Wulin, Citizen  
Naomi Davis, Citizen  
Anna Cabbage, Citizen  
Mary Myler, Citizen  
Andrea Jackson, Citizen  
Corey Chandler, Citizen  
Eric Olsen, Citizen  
Bruce Lundeen, Citizen  
Michael Fisikema, Citizen  
Alexander Pellegrina, Citizen  
Doris Ozuna, Citizen  
Ruby Pulliam, Citizen  
Isabel Ressler, Citizen  
Approximately 16 citizens attended via Webex

**2. APPROVAL OF MINUTES**

Mr. Hamp made a motion to approve the minutes from the April 6, 2021 meeting. Ms. Whetzel seconded the motion. Approval was **unanimous**.

**3. CITIZEN COMMENTS AND COMMUNICATIONS**

- Mr. King made introductory comments that it did not appear that there was a desire at this point in time to add any new inmate beds.
- Aaron Barrner, and Ned Wulin have no desire to add inmate beds. Randall Wolfe expressed his concerns that MRRJ is not secretly moving funds for additional housing to a short-term facility.
- Dr. Mary Miller discussed Mental Health issues. Connie Zinc feels Administration is not telling the truth about mental health and substance abuse.
- Anna Cabbage and Connie Zinc have concerns about resources for Mental Health and Substance Abuse.
- Boris Ozuna, Isabel Ressler and Christopher Clymer-Kurtz want more Community Based Programs.
- Andrea Jackson concerned about COVID-19. Hannah Jackson (Video) expressed concern on the percentage of staff members that have been vaccinated against COVID-19.
- Several citizens attending the meeting in person, as well as several citizens attending the meeting virtually spoke voicing concerns regarding the potential expansion of the jail.

**5. COMMENTS FROM BOARD MEMBERS OR LEGAL COUNSEL**

None at this time

## 6. FINANCE REPORT

### FY 2021 Update - Ms. Colvin noted:

- MRRJ saved \$181,050 from bed rental expense which will offset the loss of per diem revenue from the Commonwealth for the Virginia Department of Corrections (VADOC) transferring approximately 190 inmates in April and May.
- Ms. Colvin also commented that overtime expense is overbudget due to staff vacancies but the additional expenditure is being covered by the vacancy savings in the salary line item.
- Ms. Colvin informed the board that the Mechanical Systems Maintenance and Repair bid is complete with an award.

## 7. REPORTS AND BRIEFING

- a. Population Report – Executive Summary # ES-2021-039**  
Major Young noted as of May 20, 2021, there are a total of 696 offenders being housed by MRRJ.
- b. Community Corrections Report – Executive Summary # ES-2021-040**  
Major Young noted as of April 20, 2021 there are 53 offenders on HEI and 25 offenders on HEM. Home Electronic Incarceration offenders maintain jobs in the community. Home Electronic Monitoring are offenders on bond through the courts.
- c. Staff Vacancy Report – Attachment 7D**  
Major Young notes as of June 1, 2021 there are 23 Officer vacancies. There are also 2 Nursing vacancies (both positions have been offered and anticipated to be filled for July 1, 2021)
- d. Superintendent's Report – Executive Summary # ES-2021-44**
  - COVID-19 update – Approximately 50% of staff have been vaccinated. 48% of inmates have been vaccinated. MRRJ now has vaccine on hand for inmates and staff. Medical staff has been trained to administer the vaccine. Periodic clinics are planned
  - MRRJ signed MOA with Valley Community Service to partner on establishing a grant funded Medication Assisted Treatment Program. This program will target inmates with a history of Opioid use that are within 30-60 days.
  - MRRJ transferred 180 inmates to VADOC in April 2021.
  - MRRJ has had two transfers to VADOC in May 2021 (16 males and 10 females). MRRJ has less than 90 inmates that are eligible for transfer to VADOC.
  - MRRJ has reduce the number of beds available in all 6 male dormitory housing from 250% capacity to 200% capacity in each male dormitory.
  - Operational procedures changes:
    1. MRRJ continues to maintain a step-down screening process for new intakes that was implemented on February 1, 2021.
    2. MRRJ continues to maintain a staff monitoring program effective February 15, 2021. All staff rapid tested once a week. Per Dr. Kornegay staff that have been fully vaccinated no longer need to be monitored with weekly rapid tests effective March 29, 2021
    3. MJJR has resumed transferring inmates from the Harrisonburg/Rockingham Jail effective April 1, 2021
    4. MRRJ is not housing any inmates at any other jail at this time.
- e. Programs Report – Executive Summary # ES-2021-043**

- MJR Nicholson reviewed the Programs Report highlighting current programs and programs anticipated to be re-started.

## 8. OLD BUSINESS

- a. Jail Renovation and Expansion. Tim Fitzgerald, Augusta County Administrator made the following motion:

I move that the Middle River Regional Jail Authority Board approve a revised capital improvement project as described below:

Focus on repairing and updating the existing facility.

This motion, if approved, would only authorize the Superintendent to engage bond counsel and financial advisors, as necessary, and to contract with Mosely Architects for the formal design and project management services on behalf of the Authority, subject to member locality approval as required by the Middle River Regional Jail Authority Service Agreement. While significantly reduced in scope from the initial project under consideration, this project is targeted to meet the Jail's most urgent needs, and is supported by the Community Based Corrections Plan previously approved by this Board and by the State Board of Local and Regional Jails. It is not intended to allow for additional beds.

### Renovation of existing facility

1. Water Heater Upgrade
2. Lighting Upgrade
3. Improve approximately 150 square feet of Lobby Security
4. Build out approximately 1,576 square feet of additional Professional visitation
5. Renovate approximately 2,891 square feet of Mental Health Office Space.

### Additional/New Support Services

1. Construct approximately 13,500 square feet of Inmate Medical Unit
2. Construct approximately 2,100 square feet for Inmate Laundry
3. Add approximately 6,200 square feet of Additional Administrative Space
4. Add approximately 3,100 square feet of Food Service Space
5. Add approximately 4,200 square feet of Warehouse Space

It is anticipated that this work would not exceed **\$14.5 million**, in costs, plus issuance costs and any additional debt service reserve and or operating reserve required from the lending authority.

With this motion I request that Jail Administration confirm with the state that the 25% state funding that is in the state budget will apply to this project concept.

**Seconded:** Trish Davidson, Finance Director County of Rockingham

**Motion passed:** 10 voting in favor of the motion with 3 abstentions.

## 9. NEW BUSINESS

- a. Easement for Service Authority. Mr. Newton explained the Augusta County Service Authority was changing how water is brought to the Augusta County Government Center. This will require an easement by the MRRJA to grant the Service Authority access to the water line on MRRJA property. Mr. Newton was requesting authorization to sign the appropriate easement once the MRRJA Attorney approves the paperwork.

Mr. Fitzgerald made the motion to authorize the Superintendent to sign the easement contingent on the MRRJA Attorney review and approval. Mike Hamp seconded the motion. Motion approved by unanimous vote

- b. Approval of the Net Position Policy. Ms. Colvin reviewed the proposed changes to the MRRJA Net Position Policy. The updated policy includes adding \$1,500,000 for capital reserves for; \$600,000 Mechanical Systems Reserve, \$500,000 Building Maintenance Reserve, \$350,000 Technology Reserve, and \$50,000 Vehicle/Equipment Reserve. Ms. Colvin stated the reserves are necessary since the budget does not include budgeting for depreciation. Ms. Colvin noted the policy had been reviewed by the Finance Committee. Mr. McCormick made the motion for approval of the revised policy, seconded by Ms. Davidson, the policy was approved by unanimous vote.

**10. CLOSED SESSION**

Mr. Hamp made a motion to go into closed session; seconded by Mr. Fitzgerald. The vote of the Authority members to go into closed session was **unanimous**.

Middle River Regional Jail Authority Board entered closed session pursuant to:

- The legal exemption under Virginia Code §2.2-3711(A)(1)  
Advise of legal counsel regarding potential litigation

Mr. Hamp made a motion to go out of closed session; seconded by Mr. Campbell. All ayes to certify only discussion of legal advice regarding potential litigation was discussed.

Roll Call Vote as follows:

Stephen King (Chairman)	Aye
Timothy Fitzgerald	Aye
Leslie Beauregard	Aye
Mike Hamp	Aye
Eric Campbell	Aye
Jennifer Whetzel	Aye
Patricia Davidson	Aye
Larry Propst	Aye
Cameron McCormick	Aye
Phillip Trayer	Aye
Bryan Hutcheson	Aye
Donald Smith	Aye
Matt Robertson	Aye

**11. ADJOURNMENT**

With no additional business before the Authority Board, Mr. Hamp made a motion to adjourn; seconded by Mr. Fitzgerald. The meeting was adjourned at 3:20 p.m.

**The next Authority Board meeting is scheduled for August 3, 2021 at 2:00 p.m.  
Location: Augusta County Government Center Smith Board Room West.**

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Stephen King, Chairman





# Middle River Regional Jail Authority



## STANDARD OPERATING PROCEDURE

AMENDS   
CANCELS   
NEW

SOP TITLE:  
**MRRJA Net Position**

EFFECTIVE DATE: 6/07/2021  
REVIEWED:  
PAGES: 4

SOP NUMBER:  
**11.3**

### PURPOSE:

The Middle River Regional Jail Authority desires to maintain the financial operation of the Middle River Regional Jail in a manner consistent with sound financial management principles. Such principles may include guidelines and criteria recommended by rating agencies, bond insurance firms, and best practices recommended by governmental accounting organizations.

### POLICY:

Compliance with the Net Position Policy will be reviewed in conjunction with the budget process, audit process, and upon changes made to the budget throughout the fiscal year.

### REFERENCES:

**Virginia Department of Corrections: N/A**  
**Prison Rape Elimination Act: N/A**

### PROCEDURES:

#### I. Net Position

A. Net assets are required or may be reserved as restricted or unrestricted net assets for the following reasons:

1. Debt Service Reserve shall be a restricted reserve equal to not less than the annual principal and interest payment on outstanding debt or an amount as required by bond covenants on any outstanding debt issue.
2. Operating Reserve Fund for operations shall be maintained equal to not less than 60 days of the projected annual budget less debt service as required by the Service Agreement.
3. Repair & replacement reserves shall be a minimum of \$1,500,000, based on net funds available.
4. Reservations of appropriations for the continuation of existing projects funded by the prior year budget.





### 11.3 MRRJA Net Position

5. Encumbrances outstanding at the close of the fiscal year.
6. Reservations for funding the Capital Improvement Plan.

#### II. Restricted Net Position

- A. Restricted Net Assets include amounts that have constraints placed on their use by external sources such as creditors for debt covenants or laws or other regulations from other governments. The source of the restriction is outside the government and cannot be changed by the Authority. Restricted net assets are not addressed in the Service Agreement; therefore, allocations of restricted net assets will be determined by the Authority in compliance with any external requirements.
- B. A Debt Service Reserve shall be established per the following guidelines:
  1. The Debt Service Reserve will be considered a Restricted Net Asset to have sufficient funds available for the payment of one year's worth of principal and interest on all outstanding debt in compliance with any bond covenant requirements.
  2. Per the Service Agreement, Amended July 1, 2015, if the Authority lacks sufficient funds to pay scheduled Debt Service on the Bonds and Notes, or to pay any debt service reserve funding requirements, the Authority will promptly notify the Member Jurisdictions of the amount of such insufficiency. Upon such notification, the Member Jurisdictions each agree to pay their share based on the percentage share for the locality calculated for the fiscal year, per the Service Agreement, Section 5.1(B).
  3. At a minimum, the amount of the Debt Service Reserve shall be equal to the annual principal and interest payments due on outstanding debt obligations.
  4. The Debt Service Reserve shall be established as a separate account or in a trust account required by any bond covenant.

#### III. Unrestricted Net Position

- A. Unrestricted net assets are not addressed in the Service Agreement; therefore, allocations of unrestricted net assets will be determined by the Authority following the guidelines of this policy.
- B. The Unrestricted Net Position balance shall be equal to the amount as reported in the annual financial report at the close of the fiscal year. Unrestricted net assets shall be used for purposes of unanticipated expenditures during the fiscal year, and to meet required operating and capital reserves.
- C. The Authority grants approval to the Authority Finance Committee to transfer funds between the Unrestricted Net Asset Reserves based on the operational and capital needs of the facility. Reserve Funds that may be needed in a timely



### 11.3 MRRJA Net Position

manner can be approved by the Finance Committee and will be appropriated in a subsequent budget amendment.

- D. After the close of the fiscal year, the Authority Finance Committee shall:
1. Review the unrestricted net position balance.
  2. Determine that the cash flow of the Authority is adequate to fund the next year's operations.
  3. Determine reservations of net assets in accordance with this policy.
  4. Funds in excess of the Debt Service Reserve, the Operating Reserve Fund, and carry forward appropriations and encumbrances unexpended at fiscal year-end, shall be given first consideration to fund the Repair and Replacement Reserves and then consider the balance for the Capital Improvement Plan.

### IV. Operating Reserve Fund

- A. Per the Service Agreement, effective July 1, 2015, the Authority shall establish an Operating Reserve Fund in each of its Annual Budgets in an amount equal to not less than 60 days of its projected annual operating budget for each year less debt service.
1. The Operating Reserve Fund shall be considered an Unrestricted Net Asset.
  2. The Operating Reserve Fund will be used to cover periods of revenue shortfall if the Authority's revenues are not sufficient to cover its Net Operating Expenses.

### V. Repair and Replacement Reserves

- A. The Authority shall establish and maintain Repair and Replacement Reserves for capital assets.
1. The Repair and Replacement Reserves shall be considered an Unrestricted Net Asset.
  2. Appropriations from these reserves should be planned and require approval of the Authority during the annual budget process.
  3. These reserves may also be appropriated for unanticipated emergency repairs or replacements during the fiscal year, not funded in the annual budget.
  4. The Authority should replenish these reserves within a three-year time period. If the reserves cannot be funded through Unrestricted Net Position, the Authority should plan to replace the reserves during the annual budget process.




11.3 MRRJA Net Position

5. These reserves are categorized as:

- a. \$600,000 Mechanical Systems Reserve to include heating/cooling /ventilation systems and generators.
- b. \$500,000 Building Maintenance Reserve to include replacement of major components of the facility including but not limited to the ceilings, roof repairs/replacements, lighting, floors, sidewalks, paving, electrical systems, plumbing systems, fire alarm systems.
- c. \$350,000 Technology Reserve to include the purchase of servers, network infrastructure systems, software, communication systems to include radios and telephones, technology systems for security systems.
- d. \$50,000 Vehicle/Equipment Reserve to include transportation vans, vehicles, grounds equipment, laundry and kitchen equipment.

This the first issue of this policy.



MRRJA Chairman

June 7, 2021

