

AGENDA

- 1. Call to Order** 7:00
- 2. Matters from the Public** 7:00 – 7:45
 - a. Comments by the public are limited to no more than 2 minutes per person.
 - b. Introduction of new staff – Chip Boyles
 - c. US Census 2020 Count – Kathy O’Connell
 - d. Rideshare Presentation – Sara Pennington
- 3. * Consent Agenda** 7:45 – 7:45

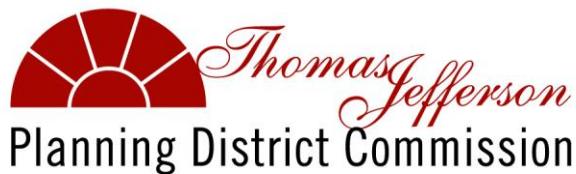
Action Items:

 - a. * Minutes of the June 6, 2019 Meeting ([click here for draft minutes](#))
- 4. * Finance Report** 7:45– 7:55
 - a. **Year End Financial Reports ([click here for financial reports](#))**
 - i. June Dashboard Report
 - ii. June Profit & Loss Statement
 - iii. June Balance Sheet
 - iv. June Accrued Revenues report
- 5. Executive Director’s Report** 7:55 – 8:10
 - a. The Executive Director’s Report is attached. ([click here for summary memo](#))
 - b. * Water Street Center User Fees & Policies ([click here for document](#))
- 6. Other Business** 8:10 – 8:45
 - a. Roundtable Discussion by Jurisdiction
 - b. Next Meeting –September 5, 2019
- 7. * ADJOURN** 8:45

NOTE: Audit Committee meets at 6:00 PM

**Proposed action items*





Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes, June 6, 2019

Commissioners Present:

Lisa Green – Charlottesville
Rick Randolph – Albemarle County
Liz Palmer – Albemarle County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Robert Babyok – Louisa County
Willie Gentry—Louisa County
Ernie Reed – Nelson County
Jesse Rutherford – Nelson County

Commissioners Absent:

Nikuyah Walker – Charlottesville
Tony O’Brien – Fluvanna County
Keith Smith – Fluvanna County

Staff Present:

Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager
Harrison Premen, Intern

Guests Present:

None

Call to Order: Rick Randolph called the meeting to order.

Matters from the Public:

Introduction: Chip Boyles introduced intern Harrison Freeman, a UVA Undergrad, who is working at TJPDC until the end of July. He is working on the housing study and alternative funding sources for transportation.

Comments by the Public: None

Inter-Governmental Review for Housing Preservation Grant: Billie Campbell provided the staff report for the Inter-Governmental Review for the FFY19 Housing Preservation Grant. TJPDC is applying for Housing Preservation Grant (HPG) federal funding for FFY19. The allocation for the state of Virginia is \$324,109.79. Applications are limited to half that amount, or \$162,054.89. TJPDC has served as the grantee for the regional Housing Preservation Grant program for the past four years, succeeding Piedmont Housing Alliance (PHA), who served as the grant recipient and administrator for the region for several years. TJPDC will continue to subcontract with local housing non-profit organizations (AHIP, Fluvanna/Louisa Housing Foundation, Skyline CAP, and the Nelson County Community Development Foundation) to carry out individual modification projects in their respective counties. If awarded, the grant will provide funding for emergency repairs, rehabilitation, and home safety modifications for very low-income rural homeowners in Albemarle, Fluvanna, Greene, Louisa and Nelson counties. A draft statement of activities will be made available for review, to be published in the Daily Progress on June 10, 2019. Commissioners asked to receive an update when awards were made. **Without objection, the Commission approved the Intergovernmental Review FY19-02 for TJPDC’s Application for the FFY19 Housing Preservation Grant.**

Executive Director’s Report: A written report was included in the meeting packet. Chip Boyles reviewed the FY19-20 Project Report using the table attached to his written report. He highlighted the following projects:

- **Long Range Transportation Plan (LRTP):** The 2045 LRTP is the plan for the MPO region, consisting of the City of Charlottesville and the urban areas of Albemarle County. The MPO Policy board approved the LRTP in May, after a two-year planning effort. In the longer term, the composition of the



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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MPO may expand, with portions of Greene County and the Zion Crossroads area is expected to meet population thresholds based on the 2020 Census; Census results are generally available two to three years after the data is collected. Funds for planning may increase as a result, but funding for roads and Smart Scale projects are not expected to increase. When the MPO population exceeds 200,000, the federal transit match will cease. CAT currently receives 50% of its operating budget. This will probably not occur until around the year 2040.

- Regional Transit Partnership (RTP): The RTP was launched in 2017, with its first meeting held August 23, 2017. The RTP approved the Funding Memorandum of Understanding (MOU) between Charlottesville and Albemarle County for services outside the City limits. This was a tremendous success.
- ZXR Small Area Plan: The Scope of Work is being developed to send to the Boards of Supervisors for Fluvanna and Louisa Counties. The project will kick-off soon; a meeting with businesses is being plan to build relationships. TJPDC will work with VDOT on the transportation corrido plan. New funds for Rural Transportation and per capita funds from the two Counties will be available beginning July 1.
- Watershed Implementation Plan (WIP): Staff completed the Regional Watershed Implementation Plan in FY19, and also received additional funding to assist local governments with implementation.
- Regional Housing Partnership: Work on the Regional Housing Plan has begun, for what is expected to be a one-year process. The Housing Needs Assessment and inaugural Housing and Homelessness Summit were completed in FY19.
- CEDS: Chip Boyles will attend a meeting the week of June 10 regarding an EDA funded Regional Comprehensive Economic Development Strategy (CEDS).
- Nelson School Bus Efficiency Study: TJPDC developed a preliminary report for this, providing an overview, samples and models from similar localities, and comparison of budgets. Results were provided to Nelson County. No further work will be undertaken.

Chip Boyles reviewed the financial materials for April 2019:

- The Dashboard Report indicates Net Quick Assets are \$706,271, representing 7 months of available operating expenses based on the twelve-month average for operating expenses, exceeding the current goal of 5 months of available operating expenses. Unrestricted Cash on Hand April 30, 2019 was \$577,090 or 5.71 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months. Revenue less Expenses - TJPDC had a net gain of \$ 15,398 for the month of April, for a year-to-date net gain of \$19,150. Budgeted fiscal year net gain is \$11,490.
- Consolidated Profit & Loss Report. Total income through April is \$1,438,432. With 10 months or 83% of the fiscal year complete, we have received 67% of our total budgeted income. Total expenses are \$ 1,419,282 or 66% of the budgeted total expenses of \$2,143,928.
- Balance Sheet. Balance Sheet. As of April 30, 2019, we have total current assets of \$993,421 and total fixed assets of \$1,986.
- Accrued revenues: TJPDC currently has \$281,429 available in contracts and grants for the remaining 2 months of FY19. Our 12-month operating expense average is \$101,007. We currently have \$140,715 available funds per month for operating expenses.
- Census 2020 Complete Count Resolution: A Partnership Fact Sheet, timeline, and information on Complete Count Committees (CCCs) was included in the meeting packet. Chip Boyles reported that the US Census Bureau contacted the TJPDC about highlighting the importance of Census data and motivating people to respond to ensure accurate counts. The TJPDC relies on Census data for most of its projects. A Complete Count Committee would be an autonomous and bi-partisan group of community leaders who are invested in the 2020 Census and who would come together to identify the possible obstacles and their solutions to ensure that their community is accurately represented in the

2020 Census. Lisa Green noted that many people have concerns about confidentiality and are fearful about responding. The Census Bureau would provide materials and support, but no funding for staff time. The estimate of TJPDC time is ½ day per week for 75 weeks, for a total of \$16,500 split over 2 years: \$11,000 in FY20 and \$5,500 in FY21. No formal action was taken at the meeting.

Consent Agenda: The consent agenda consisted of the draft minutes of the May 2, 2019 Commission meeting and Financial Reports for April 2019. **On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously approved the May minutes,** with Lisa Green abstaining. **On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously accepted the Financial Reports for April 2019.**

Resolutions:

Election of Officers: The nominating committee recommends the following slate of officers for FY2020:

- Chair – Dale Herring, Greene County BOS
- Vice Chair – Jesse Rutherford, Nelson County BOS
- Treasurer – Keith Smith, Fluvanna County Citizen Rep.
- Secretary – Chip Boyles, TJPDC

The Commission was notified of this recommendation on May 23, 2019. Rick Randolph opened the floor for additional nominations; no nominations were made. Rick Randolph closed nominations. **On a motion by Andrea Wilkinson, seconded by Liz Palmer, the Commission unanimously elected the slate as recommended by the Nominating Committee.**

Other Business:

TJPD Commissioner Roundtable Reports: Rick Randolph noted a change in format for this meeting. Commissioners were requested to concisely describe a problem in their jurisdiction and ask for feedback from fellow Commissioners:

- **Nelson:** Ernie Reed indicated that the relationship between the School Board and the Board of Supervisors was problematic in Nelson County. Feedback from Commissioners included:
 - Supervisors could take it upon themselves to attend School Board meetings.
 - The BOS could designate a formal liaison with the School Board.
 - The jurisdiction could provide training to both the elected body and the School Board to ensure understanding of the constraints facing each body: the jurisdiction must have a balance budget, considering the Capital Improvement Plan and the impact on bond ratings. Schools are required by law to develop a needs-based budget.
 - The jurisdiction could hold joint budget workshops.
- **Louisa:** Willie Gentry noted that the County was experiencing growing pains. There have been 3 major re-zonings for the Zion Crossroads (ZXR) area; this is part of a commitment to keep most of the County rural, with growth concentrated in the two towns and ZXR. It is difficult to define the point of demarcation between revenue generation and community building. Feedback from Commissioners included:
 - Develop formulas to guide decisions regarding growth.
 - Be mindful of the character of the locality – the amount and type of growth can change character.
 - It's a balancing act and can be tricky to attract the desired type of development. Housing does not generally generate enough revenue to cover services; a mix of development is needed.
 - Recognize that it can take several years for new infrastructure to generate revenue.
 - Bank funds in the CIP for schools that will be needed.
 - Workforce issues can hinder business and manufacturing development.

- Greene: Dale Herring reported that Greene County was discussing the purchase of a new tourism center using available TOT funds. During a recent public meeting, discussion was very emotional, with people holding stop signs. Dale has found that people are using social media as a platform, but won't speak at public meetings held to receive input. Commission feedback included:
 - Plan carefully how to present information. Recognize that news can be distorted.
 - Find successful examples from other areas to share at the public meetings
- Nelson: Jesse Rutherford talked about the problem of swimming holes being promoted on social media, leading to trespassing, arrests, and even death. Most of these young people are not local, but are out-of-towners who have seen blogs about these sites. Liz Palmer noted the same issue in Albemarle County. Commission feedback included:
 - Could there be any liability on the part of magazines or groups promoting these sites?

Next Meeting: The Commission will not meet in July. The next meeting is scheduled for August 1, 2019 in the Water Street Center. The VAPDC/VAMPO Conference is scheduled for July 14 in Charlottesville at the Holiday Inn University Area on Emmett Street.

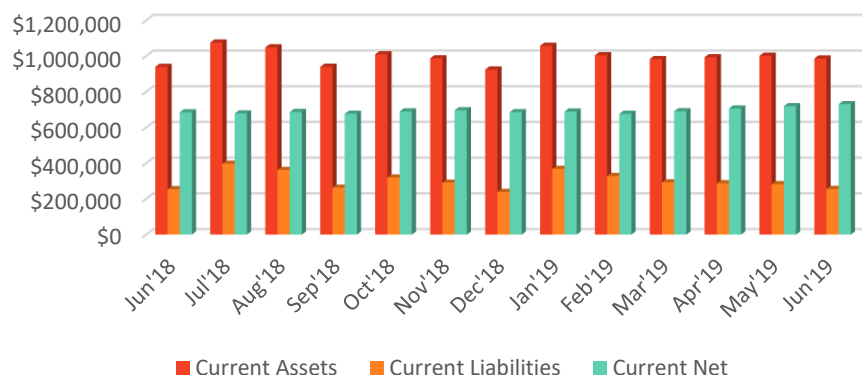
Adjournment: On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously adjourned the meeting.

FINANCIAL DASHBOARD Through June 30, 2019

Net Quick Assets

Target = \$500,142 (5 months operating expenses)

12 Month Average Monthly Operating Expenses = \$100,028



Net Quick Assets

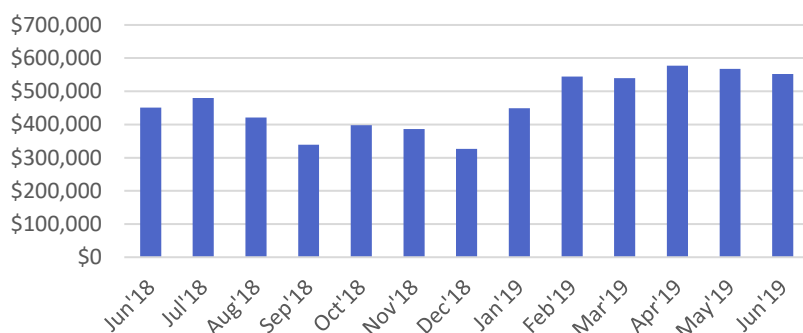
Jun'18 =	\$685,253
Jul'18 =	\$678,731
Aug'18 =	\$686,684
Sep'18 =	\$677,044
Oct'18 =	\$690,063
Nov'18 =	\$696,672
Dec'18 =	\$685,850
Jan'19 =	\$689,386
Feb'19 =	\$676,690
Mar'19 =	\$690,735
Apr'19 =	\$706,271
May'19 =	\$719,299
Jun'19 =	\$730,707

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 7.30 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased slightly from \$100,807 in May to \$100,028 in June. The 3-month average of expenses is \$96,130. Actual operating expenses for June were \$85,614. Staff costs were \$13,000 lower in June than in May, due to the departure of two staff members the end of May.

Unrestricted Cash on Hand

Target = \$400,114 (4 months operating expenses)

Concern Area = <\$200,057 (2 months operating expenses)

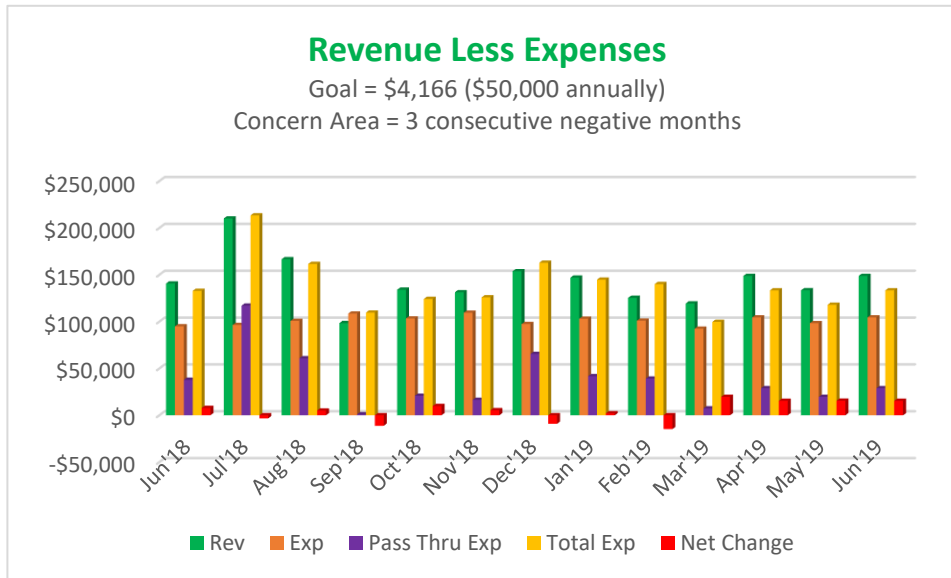


UNRESTRICTED CASH ON HAND

consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of \$567,230 represents 5.52 months of operating expenses, exceeding the 4-month target.

FINANCIAL DASHBOARD Through June 30, 2019



Monthly Net Revenue

Jun'18 =	\$7,830
Jul'18 =	(\$3,276)
Aug'18 =	\$5,027
Sep'18 =	(\$11,276)
Oct'18 =	\$9,885
Nov'18 =	\$5,381
Dec'18 =	(\$9,056)
Jan'19 =	\$2,087
Feb'19 =	(14,753)
Mar'19 =	19,668
Apr'19 =	15,398
May'19 =	15,505
Jun'19 =	15,756

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The final FY19 Operating Budget adopted in March 2019 projects a surplus for the year of \$11,490. There was a surplus for the month of June of \$15,756 resulting in a net year-to-date surplus of \$50,410, exceeding the target of \$50,000. The new Director of Transportation and Planning started May 1. Two additional staff have been hired to begin mid-August and mid-September. The Accrued Revenue Report shows unexpended funds for the year of \$29,244. Most of these funds are deferred revenue to be recognized in FY20. A small amount of the unexpended funds cannot be recovered.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of balance sheet, income statement and cash position statement supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. TJPDC achieved its FY17 goal of exceeding \$500,000 in Net Quick Assets before the end of the year. As a result, the Commission earmarked some of TJPDC's reserves for a building or capital fund, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
June 2019

12:10 PM

07/24/19

Accrual Basis

	Jun 19	Budget	Jul '18 - Jun 19	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	51,491	95,063	737,263	1,155,361	1,155,361
4120 · State Funding Source	32,005	32,324	354,291	387,881	387,881
4130 · Local Source	24,636	37,370	414,611	449,266	449,266
4131 · Event Sponsors & Fees	2,500	0	19,205	0	0
42000 · Local Match Per Capita	12,903	12,909	154,838	154,910	154,910
4280 · Interest Income	1,543	667	16,693	8,000	8,000
Total Income	125,079	178,333	1,696,901	2,155,418	2,155,418
Gross Profit	125,079	178,333	1,696,901	2,155,418	2,155,418
Expense					
61000 · Personnel	61,766	78,662	914,288	967,500	967,500
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	109	126	1,289	1,514	1,514
62392 · Subscriptions, Publications	68	60	817	725	725
62393 · Supplies	192	766	7,790	9,198	9,198
62394 · Audit -Legal Expenses	0	0	15,500	16,500	16,500
6240 · Advertising	4,722	1,753	19,408	21,865	21,865
62404 · Meeting Expenses	2,287	1,112	23,879	13,345	13,345
62410 · TJPDC Contractual	3,110	3,276	36,761	42,181	42,181
6281 · Dues	1,052	765	10,890	9,180	9,180
62850 · Insurance	306	275	3,667	3,300	3,300
62890 · Printing/Copier	583	576	7,764	6,915	6,915
63200 · Rent Expense	7,496	7,460	89,525	89,524	89,524
63210 · Equipment/Data Use	682	2,399	21,768	31,938	31,938
63220 · Telephone Expense	427	538	6,809	6,454	6,454
63300 · Travel-Vehicle	869	1,820	14,780	21,838	21,838
6345 · Janitorial Service	1,122	910	9,632	10,920	10,920
6390 · Professional Development	825	1,677	15,669	20,120	20,120
Total Expense	85,614	102,176	1,200,236	1,273,017	1,273,017
Net Ordinary Income	39,465	76,156	496,664	882,401	882,401
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	20,084	46,800	224,984	561,599	561,599
8399 · Grants Contractual Services	3,625	25,776	221,270	309,312	309,312
Total Other Expense	23,709	72,576	446,254	870,911	870,911
Net Other Income	(23,709)	(72,576)	(446,254)	(870,911)	(870,911)
Net Income	15,755	3,581	50,410	11,490	11,490

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of June 30, 2019

	<u>Jun 30, 19</u>	<u>Jun 30, 18</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	532,548.98	470,643.54	61,905.44
1189 · Capital Reserve	230,565.00	209,437.00	21,128.00
Total Checking/Savings	<u>763,113.98</u>	<u>680,080.54</u>	<u>83,033.44</u>
Accounts Receivable			
1190 · Receivable Grants	205,802.85	307,191.35	-101,388.50
Total Accounts Receivable	<u>205,802.85</u>	<u>307,191.35</u>	<u>-101,388.50</u>
Other Current Assets			
1310 · Prepaid Rent	1,250.00	1,250.00	0.00
1330 · Prepaid Insurance	5,907.57	4,745.00	1,162.57
1360 · Prepaid Other	10,249.84	6,622.18	3,627.66
Total Other Current Assets	<u>17,407.41</u>	<u>12,617.18</u>	<u>4,790.23</u>
Total Current Assets	<u>986,324.24</u>	<u>999,889.07</u>	<u>-13,564.83</u>
Fixed Assets			
1413 · Server Software	5,197.50	0.00	5,197.50
1400 · Office furniture and Equipment	111,737.79	111,737.79	0.00
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-121,369.81	-117,389.14	-3,980.67
Total Fixed Assets	<u>6,949.48</u>	<u>5,732.65</u>	<u>1,216.83</u>
TOTAL ASSETS	<u>993,273.72</u>	<u>1,005,621.72</u>	<u>-12,348.00</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	37,953.96	90,110.83	-52,156.87
Total Accounts Payable	<u>37,953.96</u>	<u>90,110.83</u>	<u>-52,156.87</u>
Credit Cards			
2155 · Accounts Payable Credit Card	7,090.53	4,651.25	2,439.28
Total Credit Cards	<u>7,090.53</u>	<u>4,651.25</u>	<u>2,439.28</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2160 · Accounts Payable Payroll	0.00	343.50	-343.50
2800 · Deferred Revenue	210,572.56	219,582.26	-9,009.70
Total Other Current Liabilities	<u>210,572.56</u>	<u>219,925.76</u>	<u>-9,353.20</u>
Total Current Liabilities	<u>255,617.05</u>	<u>314,687.84</u>	<u>-59,070.79</u>
Long Term Liabilities			
2200 · Leave Payable	42,268.23	44,553.54	-2,285.31
Total Long Term Liabilities	<u>42,268.23</u>	<u>44,553.54</u>	<u>-2,285.31</u>
Total Liabilities	<u>297,885.28</u>	<u>359,241.38</u>	<u>-61,356.10</u>
Equity			
3000 · General Operating Fund	412,661.64	332,595.24	80,066.40
3100 · Restricted Capital Reserve	230,565.00	209,437.00	21,128.00
3600 · Net Investment in Fixed Assets	1,751.98	3,153.70	-1,401.72
Net Income	50,409.82	101,194.40	-50,784.58
Total Equity	<u>695,388.44</u>	<u>646,380.34</u>	<u>49,008.10</u>
TOTAL LIABILITIES & EQUITY	<u>993,273.72</u>	<u>1,005,621.72</u>	<u>-12,348.00</u>

MEMO

To: TJPDC Commissioners
From: Chip Boyles, Executive Director
Date: August 1, 2019
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since June 6, 2019

Administration

- June Meeting Agenda

2. Matters from the Public

- a. Comments from public.
- b. Introduction of new staff member, Dominique Lavorata, Planner I & Legislative Aid
- c. Regional Census Count Committee – Kathy O'Connell, Census Bureau
- d. Rideshare Presentation – Sara Pennington

3. Consent Agenda

- a. Minutes of the June 6, 2019 Commission meeting

4. Year End Finance Report

Dashboard Report - Net quick assets are \$730,707. Based upon the twelve-month average for operating expenses, we remain to have 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$201,236. (Net Quick Assets minus 5 months operating expenses; \$730,707 – \$ = \$188,652)

Unrestricted Cash on Hand as of June 30, 2019 was \$577,090 or 5.71 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2 months.

Revenue less Expenses - We had a net gain of \$ 15,398 for the month of June. This gives us a fiscal year net gain of \$19,150. Budgeted fiscal year gain is \$11,490.

Profit & Loss. Total income through June is \$1,438,432. With 12 months or 100% of the fiscal year complete, we have received 67% of our total budgeted income. Total expenses are \$ 1,419,282 or 66% of the budgeted total expenses of \$2,143,928.

Operating expenses for the same period are \$1,016,333 or 80% of our total budgeted operating expenses of \$1,273,017. Operating revenue through June is \$ 1,035,483 or 81% of the budgeted operating revenue of \$1,284,507. At 81%, we are now projected to exceed our FY19 Amended Budget projections with a net gain exceeding \$25,000.

Balance Sheet. As of June 30, 2019, we have total current assets of \$993,421 and total fixed assets of \$1,986. Total assets are down by \$61,021 from the same time last year. Total liabilities have decreased from a year ago by \$97,698 with total liabilities as of June 30, 2019 of \$331,044. Total Equity has increased by \$36,677 to \$664,362 since the same time last year.

Accrued revenues of existing grant and contract balances for FY19 are shown. We currently have \$281,429 available in contracts and grants for the remaining 2 months of FY19. April operating expenses were \$104,486. (April operating expenses were inflated due to the Housing Conference held on April 19th. There were more than equal offsetting revenues generated by the conference to cover all costs but increased our average monthly operating expenses and revenues.) Our 12-month average is \$101,007. We currently have \$140,715 available funds per month for operating expenses. We will likely not see all of this revenue by year's end with projects of the Housing Plan and Watershed Improvement Program extending FY19 funds into FY20.

- i. As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

5. Executive Director's Report

- a. Review of this report.
- b. The Water Street Center continues to grow in use, especially with City of Charlottesville departmental use. Staff began new reporting procedures just over a year ago and after 12 months of data, have developed a recommended set of policies and procedures for WSC use. Staff asks the Commission's approval of these policies

6. Other Business

- a. Discussions by jurisdictions of timely topics from each local government.
- b. Next Meeting – September 5, 2019

7. Adjourn

END OF AGENDA REPORT

The latest staff meeting agendas is attached for current programs, projects and efforts of the TJPDC staff.

Of note includes:

- The Regional Transit Partnership completed development of an annual funding agreement MOU and funding formula between Charlottesville Area Transit and Albemarle County. The City of Charlottesville and Albemarle County voted in May to approve the MOU.
- The RTP has suggested that a joint economic development (Chamber), planning and transit peer exchange visit with a similar community be organized and held in the Fall. Similar, the RTP has asked for a Business Transportation/Transit summit be held in partnership with the regional Chambers. I will be discussing both items with the Chamber Board of Directors on July 23rd.
- Staff is working with all PDC's in the Chesapeake Bay Watershed to create a matching fund that would annually fund a part time person at PDC's to assist local governments with Watershed Improvement Program goals and other water quality issues. TJPDC executed an agreement for an additional \$21,500 for February 1 to September 30, 2019 work. FY20 funds have now been approved and we expect an additional agreement of \$52,000 and \$13,000 local match for the remaining portion of FY20 and into FY21. As part of this I will be serving on a statewide Chesapeake Bay advisory board for VDEQ.
- Staff with the building search committee continues to work on options for a new office space. Our lease is up in August of 2020 but is expected to be extended to August, 2021.
- TJPDC is working to assist Central Virginia Electric Coop with facilitating discussions with local governments for their build out of fiber broadband services within their utility territory. Staff is working with Greene and Albemarle Counties for a possible regional broadband authority.
- Upon not being awarded funds for a pilot transit program connecting Staunton to Charlottesville, staff is working with SAWMPO on a revised grant application to review a modified transit or van pool service from Waynesboro to Charlottesville. Currently, funding is in place for a review of a modified system. While there is \$60,000 awarded, the MPO's are looking at a \$30,000 study that would require a local match of \$6,000 between the two MPO's.
- Nelson County was awarded an initial \$3,000 CDBG Planning Grant applications for a downtown revitalization planning grant. Nelson has now been awarded \$35,000 for the Lovingson Business District Revitalization Plan.
- Completed Phase I of Rivanna River Corridor study and developed Scope of Work and Budget for Phase II. Tentative approvals have been received from both Albemarle County and City of Charlottesville. The Technical Committee is now meeting and the Steering Committee is expected to begin meeting in November.
- Work has begun on the Rural Rivanna Plan that maps assets and identifies development goals of areas of the Rivanna Corridor through rural Albemarle County and through Fluvanna County to the James River.
- Staff has submitted the funding application for the update of the Region's Hazard Mitigation Plan. When awarded this will likely begin in FY21.
- Assisted Town of Scottsville with Comprehensive Plan data and a proposal for Small Area Planning assistance for community engagement.

- Staff is preparing a scope of work for a joint Small Area Plan for the Fluvanna/Louisa Zion Crossroads area. This would be a FY20 project that will include both land use planning and rural transportation planning. Initial presentations began with a presentation to area businesses on April 30th. Formal stakeholder meetings will begin in August.
- Charlottesville Cherry Avenue Small Area Plan is reaching its final stages. One final community engagement push will be made for final revisions and an August completion date.
- We plan to submit grant funding in early FY20 for a Federal Economic Development Administration (EDA) grant to fund a Regional Comprehensive Economic Development Strategies Plan.
- Staff is assisting Albemarle County on the Albemarle Climate Action Committee considering what efforts by Charlottesville and Albemarle may have regional interest.

WATER STREET CENTER INFORMATION

WHAT IS THE WATER STREET CENTER?

The Thomas Jefferson Planning District Commission (TJPDC)'s Water Street Center meeting room is located at 407 East Water Street, next to the TJPDC offices. The Water Street Center is an ADA-accessible community meeting room for civic and educational activities.

The Water Street Center features:

- Movable seating for up to 58 people
- Tables can be provided upon request
- Podium
- Screen
- Wall mounted pin-up boards
- Self-service kitchen including sink and refrigerator (Note: room users must provide all utensils for food service)
- ADA accessible restroom available during business hours

WHO CAN USE THE SPACE?

The Water Street Center meeting room may be used for civic and educational purposes by the following groups:

- Government agencies
- Community groups
- Non-profit organizations
- For-profit organizations

WHAT ARE THE WATER STREET CENTER RATES?

State & regional government agencies (Regional = 3 or more local governments)

- *No-charge*

Local governments and departments (debited against annual local contributions to TJPDC)

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

Non-profit & community use

- *\$35/ hour – minimum 2-hour reservation*
- *\$200 daily maximum*
- *\$35 food surcharge per event if applicable*

For-profit & individual use

- *\$50/ hour – minimum 2-hour reservation*
- *\$300 daily maximum*
- *\$35 food surcharge per event if applicable*

TIMES OF AVAILABILITY

9:00 AM to 5:00 PM Monday through Friday

Exceptions may be accommodated upon request.

7:00 AM to 9:00 AM times must allow set up during the previous day. (Room must be free of use between 4:00 PM and 5:00 PM the previous day for set up.)

Parking

Pay parking is available at the Water Street Garage (200 Water Street East) and Market Street Garage (546 East Market Street) and at several private pay lots on Water Street and Market Street.

Free 2 hour parking may be found along City Streets.

PARKING ALLOWANCES ARE NOT INCLUDED IN WATER STREET CENTER USE UNLESS SPECIFICALLY ADDED TO THE AGREEMENT.

Parking validation may be provided for a 1-hour allowance for a cost of \$2.00 per person.

HOW DO YOU RESERVE THE WATER STREET CENTER?

- Check room availability online at <http://www.tjpdc.org/WaterStreet/calendar.html>.
- Complete and submit a registration form
- Reservation is tentative until a written confirmation is provided by the TJPDC
- Submit a signed user agreement
- Receipt of signed user agreement
- Leave a refundable \$70 event deposit, if applicable
- First time users should schedule a time to come in for an orientation during regular business hours.
For use of the space outside of office hours, a key can be obtained at the time of the orientation.

Room reservations will not be confirmed until the TJPDC receives a completed copy of the registration form, signed user agreement, and, if applicable, event deposit.

A user agreement and deposit may be kept on file at the TJPDC for up to one year. User agreements and deposits must be renewed each year.

WATER STREET CENTER GUIDELINES

- The fact that a group is permitted to use the meeting room does not, in any way, constitute an endorsement of the group of individual's policies or beliefs by the TJPDC.
- TJPDC may require groups to obtain liability insurance depending on the nature of the event.
- Smoking is prohibited in all rooms at all times.
- Food and beverages may be consumed in the meeting room. A \$35 janitorial fee will be charged for all events where food or beverages are consumed on the premises.
- Alcohol use is prohibited for groups renting the space.
- Each group is responsible for providing its own meeting supplies and set up. Meeting organizers are expected to serve as the primary contact for all event-related inquiries and manage all event-related logistics before and during the event.
- While audio/visual/internet is often available for use, AV/internet supply and services are not provided as a rental benefit.

- Meetings must be contained to the room reserved, and sound kept to a reasonable level that is not disruptive to our building neighbors and office tenants.
- With the exception of the pin up walls, nothing may be attached to the walls, ceiling or windows without prior approval from the TJPDC.
- Storage facilities for outside meeting materials will not be provided.
- Renters are required to leave rooms in the condition in which they are found, and are financially responsible for any damage incurred to the premises, furniture, or equipment while using a room. After the event, user responsibilities include wiping down counter tops and tables, placing all overflow garbage & recycling in the kitchen (**Note: all trash must be put in trash bags**), returning extra tables and chairs to the storage closet, checking bathrooms and kitchen for litter, and making sure all lights are turned off before leaving (please note the entry way lights are permanently on for convenience and safety). If a group fails to leave the space in an acceptable condition, the TJPDC reserves the right to deduct the cost of any necessary maintenance, repairs or cleaning from the group's event deposit.
- Burning of any materials, including candles, is prohibited.
- Groups should give the TJPDC 48 hours advance notice if a meeting is canceled so that others may schedule use of the meeting room. If a group does not show for a scheduled meeting, the group may lose its event deposit and be charged for the reservation.
- The TJPDC reserves the right to make all final determinations regarding appropriate use of the space and to prohibit a group's further use of the meeting room for disorderly conduct or for failure to abide by meeting room policies, procedures, or guidelines. The person signing for use of the meeting room is responsible for assuring that use of the room complies with all TJPDC policies.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

WATER STREET CENTER USER AGREEMENT

This agreement is made by and between the **Thomas Jefferson Planning District Commission (TJPDC)**, and _____ (the “Renter”), entered into this _____ day of _____, _____ in order to set forth the understandings and

Day Month Year

agreements of the parties regarding use, by the Renter, of the property located at **407 East Water Street, Charlottesville, VA** (“Water Street Center”) and occupied by the TJPDC. This agreement includes Attachments “A” Water Street Center Information policies dated July 1, 2019 and “B” Water Street Center Online Reservation Form. By signing below, the Renter agrees to be legally bound by the terms, policies, information and conditions contained herein.

RULES FOR USE OF WATER STREET CENTER

The Renter agrees to abide by the following rules:

- (1) Smoking and candles are not permitted indoors.
- (2) Nothing may be attached to the walls or ceiling without the TJPDC’s prior approval. TJPDC reserves the right to approve or disapprove, in its discretion, all decorations, lighting, and sound and electrical systems used in connection with the event.
- (3) The Renter shall obtain all licenses, orders and permits necessary for its contemplated use of the Water Street Center and the Renter agrees to indemnify and hold harmless the TJPDC from any claims or losses related to failure to obtain any such licenses, orders or permits.
- (4) Alcohol use is prohibited for groups renting the space.
- (5) In addition to the Renter’s rental fee, a \$70 damage deposit is required for all events. In the event of damage to the Water Street Center, The TJPDC may apply the deposit towards payment of its costs and expenses. The Renter is responsible for any damage in excess of the amount of the damage deposit. Lost key charge is \$ 25.00.
- (6) The TJPDC may require the Renter to obtain additional liability insurance for an event. Failure to obtain insurance in such amounts as are required by the TJPDC may result in the TJPDC’s cancellation of the event.
- (7) Failure to adhere to any of the above rules and agreements may result in cancellation of the Renter’s event and forfeiture of the Renter’s rental fee and/or deposit.

- (8) If meals are served, no red onions, dill pickles or other such pungent odor foods may be served.

DATE, SET-UP AND EVENT TIME

TJPDC OFFICE USE ONLY	
Event Date(s): _____	
Beginning Time _____:	
Ending Time _____:	
Total Use Time: _____	hours
Use Fee: _____	hours X \$ _____ per hour
Additional Fees: \$ _____	Food
\$ _____	Parking
\$ _____	Other
TOTAL RENTAL FEES: \$ _____	
TJPDC Program Account # _____	
Waiver of Fee: Yes / No	
TJPDC Initials: _____	

RELEASE

The Renter agrees that it shall be responsible for any and all injury or loss sustained by the Renter, its employees, guests, invitees and agents, including but not limited to any damage to physical facilities, personal injury or death. The Renter hereby releases, and shall indemnify and hold harmless the TJPDC from any and all claims arising from this agreement or from the use of the Water Street Center by the Renter, its employees, guests, invitees and agents. The Renter agrees that the TJPDC is not responsible for the conduct of the Renter, its employees, guests, invitees and agents, nor of any other party who gains access to the Water Street Center by the Renter's invitation or permission.

MISCELLANEOUS

This agreement shall be governed by and shall be construed in accordance with the laws of the Commonwealth of Virginia. No waiver of any provision of this agreement shall be deemed, or shall constitute, a waiver of any other provision. If any provision of this agreement or any application thereof is held to be invalid, illegal or unenforceable, the validity, legality and enforceability of other provisions of this agreement or of any other application of such provision shall in no way be affected thereby. This agreement constitutes the entire agreement between the parties pertaining to its subject matter, and it supersedes all prior contemporaneous agreements, representations, and understandings of the parties. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing by all parties.

WITNESS the following signatures.

**Thomas Jefferson Planning District
Commission**

Date

By: Charles P. Boyles, II
Executive Director
(or designee)

RENTER: _____

Date

Printed name: _____