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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, November 5, 2020

Commissioners Present:

Dale Herring – Greene County
Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County
Andrea Wilkinson – Greene County
Tony O'Brien – Fluvanna County (7:23)
Donna Price – Albemarle County
Bob Babyok – Louisa County
Michael Payne – City of Charlottesville (7:10)
Willie Gentry – Louisa County
Rory Stolzenberg – City of Charlottesville

Commissioners Absent:

None

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Deputy Director
Sandy Shackelford, Director of Planning and Transportation

Guests Present:

Sean Tubbs, Independent Journalist, Citizen
Allison Wrabel, Daily Progress
David Foley, Robinson, Farmer, Cox

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on November 9, 2020 at

https://www.youtube.com/watch?v=sWH5w07oR0w&list=PLQzyd4Qz4ii9ahihBv84NzNinPct-EXTx&index=5&ab_channel=TJPDC-MPO

1. Call to Order: Dale Herring called the meeting to order at 7:01 pm. Christine Jacobs started with an overview of the electronic meeting protocols, to include, informing participants that the meeting was being recorded, that roll call would be verbal, that all participants should keep their microphones on mute unless speaking, that the chair will verbally identify who makes a motion and seconds the motion, and that public comments are limited to 2 minutes. She informed participants that TJPDC staff was monitoring the meeting for those requesting to join the meeting late or for unexpected interruptions to the meeting. Ms. Jacobs then read the names of all Commissioners for the roll call. Results of the roll call are noted above.

Mr. Herring then requested a change to the agenda, to include an additional resolution in section 4b of the agenda, to consider approval of revisions to the Rural Work Program. There was no objection.

2. Matters from the Public:

a. Comments by the Public: None

b. Comments provided via email, online, web site, etc.: None



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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c. FY20 Annual Financial Report, David Foley, Robinson, Farmer, Cox: Mr. Boyles introduced David Foley as a partner with Robinson, Farmer, Cox who serves as the audit manager for the TJPDC's annual audit. Mr. Foley presented an overview of the audit to include the following 3 items: 1. Commission's financial statements in accordance with Generally Accepted Accounting Principles (GAAP), 2. Internal Controls, and 3. Federal Compliance (single audit) required when organizations spend greater than \$750,000 in federal grant funds. Mr. Foley shared the financial report on screen (included in the commission meeting packet). The first report he shared (Pdf page 5) was the Independent Auditor's Report which delivered an 'Unmodified opinion', the cleanest opinion on financial statements. The second report he shared (Pdf page 63) was on the Commission's internal controls. This report noted that no deficiencies were noted and that the TJPDC had strong internal financial controls. The final report (Pdf page 65) shared by Mr. Foley on Federal Compliance noted that there were no deficiencies or material weaknesses. Overall, Mr. Foley shared that the annual audit had no items of noncompliance and that all three reports were 'clean'. Mr. Foley then highlighted the following financial statements:

1. Exhibit 1: Statement of Net Position
2. Exhibit 2: Statement of Activities
3. Exhibit 3: Balance Sheet of Governmental Funds
4. Exhibit 5: Statement of Revenues, Expenditures, and Changes in Fund Balances
5. Exhibit 6: Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
6. Final Summary of Findings

Following Mr. Foley's presentation there were several comments and questions. Ms. Price noted that the list of Commissioners on page 2 of the audit report needed to be updated. Mr. Babyok asked if the findings showed any financial impacts due to COVID. The response was that there were no direct impacts. Mr. Boyles noted that he anticipates the FY21 audit to show a significant difference in federal revenues due to the receipt and administration of Federal Cares Act funding. He shared that since the TJPDC already undergoes a Single Audit that there would not be additional audit procedures next year. Mr. Boyles commended Don Reed, Finance Director, for several years of clean audits for the organization. Mr. Boyles then noted that invoicing changes from Christine Jacobs, Chief Operating Officer, created a system that made for a smoother accounts receivable process. Mr. Smith thanked Mr. Foley and his team for their work. Finally, Mr. Herring thanked Mr. Boyles, Mr. Foley, and Ms. Jacobs for their work in bringing a clean and thorough audit to the Commission for their review.

3. Consent Agenda: The consent agenda consisted of the draft minutes from the October 1, 2020 Commission Meeting and the FY20 Annual Financial Report & Audit. Both items on the consent agenda were considered in one vote.

Action Items:

- a. Minutes of the October 1, 2020 Commission Meeting:
- b. FY20 Annual Financial Report & Audit:
 - **On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved the minutes of the October 1, 2020 meeting and accepted the FY20 Annual Financial Report and Audit, as presented.**

4. Resolutions:

- a. HOME CDBG Consolidated Annual Performance & Evaluation Report (CAPER): In a previous Commission meeting, TJPDC staff member, Shirese Franklin gave a presentation on the CAPER, the

annual report to HUD on program goals and performance. There was no public comment during the comment period. The final report was presented to the Commission. Mr. Boyles shared that the City of Charlottesville is an entitlement community for CDBG services and improvements. He noted that program improvements require that at least 51% of beneficiaries are low to moderate income individuals (making less than or equal to 80% of the Area's Median Income). The TJPDC manages the HOME funds with subrecipients to complete home repairs, new home construction and down payment assistance.

- **On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously accepted and approved the resolution authorizing submittal of the 2019-2020 CAPER.**

b. Rural Work Program Revisions: Mr. Boyles introduced Sandy Shackelford as the Director of Transportation and Planning and shared that questions could be directed to her. Mr. Boyles shared that VDOT changed the system for reporting after the start of the fiscal year, prompting changes to the Rural Work Program. Mr. Boyles noted that the revised plan did not change the funding or the projects and that the following would still occur: Zion Crossroads, North 29 corridor project, and a joint urban rural electric vehicle charging station and infrastructure study. Ms. Shackelford shared that the revised Rural Work Program simplified and condensed the programs to support the additional reporting requirements.

- **On a motion by Bob Babyok, seconded by Rory Stolzenberg, the Commission unanimously accepted and approved the resolution approving revisions to the Rural Work Program.**

5. New Business:

a. Quarterly Financial Reports: The Quarterly Financials reports include the following: 1. September Dashboard Report, 2. September Profit & Loss Statement, 3. September Balance Sheet, and 4. September Accrued Revenues Report. Mr. Boyles noted that the reports were more detailed as they encompassed the full 1st quarter. He shared that the TJPDC closed September with \$746,000 in Net quick Assets, which is over 7 months of available operating expenses. He shared that unrestricted cash on hand was at \$299,705, with \$426,430 (4 months) as the target. Mr. Boyles noted that there were two consecutive months with losses (revenues minus expenses), including September due to one-time operating expenses such as the audit and IT expenses for remote work, laptop purchases, upgrades to the TJPDC website and repairs and maintenance. To date, there is a positive net gain for the year, which puts the TJPDC ahead of where it was at the same time in FY19. The goal in FY20 and FY21 is to put resources into local projects now that the reserve accounts have been rebuilt. With 25% of the fiscal year expended, Mr. Boyles shared that the TJPDC is at 54% with expenses. He noted that this is due to the fact that the Emergency Rent and Mortgage Program was not budgeted in but it will be in the amended budget. Mr. Boyles shared the Accrued Revenue Report, which compares the average monthly spending with the remaining monthly average of grant/contract funds. This report shows that the TJPDC has enough grant/contract money remaining to get us through the fiscal year without other sources of funds. However, there is potential for 3 more grants to be awarded in December.

Mr. Babyok asked if Mr. Boyles expected any other financial requests on the localities that were not budgeted. Mr. Boyles shared that in the next fiscal year, the TJPDC may come to the local governments for financial assistance for the housing program. The Regional Housing Partnership has taken a leadership role in the region for housing programs, and, to date, that has been funded out of per capita funds. Per capita may need to look at other priorities, and therefore, to continue the housing program the TJPDC would need to come to the local government, for-profit business and

UVA to participate. Mr. Boyles also shared that in the TJPDC's FY22 funding requests to the local governments, there would be no increase in per capita for FY22.

b. TJPDC Website Update: Mr. Boyles shared the new website on the screen. He shared that the goal was to make a more efficient, more user-friendly page with upgraded images and minimal number of clicks to get to content. Mr. Boyles shared that we welcomed feedback and that the PDC would continue to update and improve the site as we received feedback. One advantage of the site is that it will be easier to access past commission packets and the TJPDC staff can make changes to content and linked files on demand without the need for support from our web developer. Mr. Herring asked if the site was ADA compliant/accessible and Mr. Boyles said that it was. Mr. Smith shared that the new site had a great mobile-friendly display. Mr. Stolzenberg asked what will happen with existing reports and documents and if redirects were in place so that searches and websites with links to TJPDC content would work. Mr. Boyles shared that he was certain that there were redirects and that he would follow up with the web developer to ensure that they were tracking that.

c. Regional Housing Partnership Affordable Housing Search Tool: Christine Jacobs gave an overview of the Regional Housing Affordable Search Tool. She shared both the locator and the collated regional housing resources in each locality. Ms. Jacobs shared that the website came out of the Regional Housing Partnership's strategic priorities. They wanted to develop a regional 'hub' that would serve as a one-stop resources for all of the localities. It is designed to be a place to connect property owners/managers and developers with folks looking for affordable units. The pandemic increased the urgency of developing this tool and having a mechanism for community members experiencing acute housing needs to connect with support. The soft roll-out of the website will be on November 12th during the Regional Housing Partnership's fall speaker series. Ms. Jacobs shared that she will send out a follow-up email with details of the series. The housing locator comes with a multilingual call center to support both end users (those listing properties and those searching for properties). Ms. Jacobs shared a thank you to the localities for their contribution of federal CARES Act funding to get this urgent need met to keep the community safely housed during the pandemic. She also thanked the Community Foundation for their matching grant.

Mr. Boyles shared that the site is up and functioning, but that we would continue to update and refine the user experience. He shared that the regional housing resources shared existing assistance, whether that is for help with rent, utility costs, roof repairs, etc. and was sorted in an easy-to-use fashion by jurisdiction. We intend to highlight housing partners and the work that they are doing. The TJPDC will be doing a robust marketing campaign to get the resource out to the public. The TJPDC is currently waiting on the for-sale component because getting the rental functioning and live was a priority. Mr. Gallaway suggested that the TJPDC consider presenting the website to the Boards of Supervisors and Council. Mr. Stolzenberg asked about the back-end access for property owners/landlords. Mr. Boyles shared that our efforts would center on building those relationships and that it was available at no cost to either end users.

Christine Jacobs then shared an overview of the progress of the Emergency Rent and Mortgage Assistance Program. Ms. Jacobs shared that in her follow-up email, she would include a summary data report on the program.

Mr. Blount shared that a motion was not made previously in the meeting to accept the quarterly financials.

- **On a motion by Andrea Wilkinson, seconded by Keith Smith, the Commission unanimously approved the FY20 1st Quarter Financial Report.**

6. Executive Director's Report:

a. General Report: Mr. Boyles shared that the annual DHCD report was an opportunity to see a comparison of what other PDCs were doing across the Commonwealth. Broadband and Transportation are common programs, but the TJPDC was unique with its housing program. The Commonwealth Transportation board, at its last meeting, received recommendations for 2 planning grants to the TJPDC, 1. Transit expansion in Albemarle County, and, 2. A Regional Transit Visioning Plan. The latter would be a plan for all transit providers in the region to improve services and consider longer-term plans. Both of these would secure additional funding sources for the TJPDC. Mr. Blount and staff member, Dominique Lavorata, held a successful first Regional Broadband Meeting. Mr. Boyles noted that there was an item of attention that he was requesting direction from the Commission on. Several agencies in the region with the namesake Thomas Jefferson have considered name changes. Mr. Boyles shared that the TJPDC looked into the topic several years ago. Mr. Boyles asked the Commission if they wanted staff to consider suggestions or recommendation or if the Commission would like a committee formed to address the topic. There was no discussion on the topic. Finally, Mr. Boyles shared that the Executive Session on the agenda was not necessary at this time. It related to a personnel matter and was put on the agenda tentatively, should it be needed.

b. Quarterly Activity Report: Mr. Boyles shared that an updated Quarterly Activity report was included in the meeting materials. There was no discussion nor were there questions from the Commissioners.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Ms. Price shared that their next Board meeting was on November 18th and that they would consider renewing the emergency ordinance considering the pandemic situation. The board would also look at their homestay applications, which are different than Air-bnbs due to accessory vs. primary use in a residential area. The Board is looking for ways to spend their CARES funds. Mr. Gallaway said that the Board had a joint meeting with the School Board looking at the budget. They had to take a 'hard look' at the end of last fiscal year and look at the HR/Compensation/CIP budget. He shared that budget season had started. He also shared that the Form-Based Code proposed for the Rio 29 intersection would commit to public spaces and amenities. One question from the Board is the county's responsibility for the long-term maintenance of such spaces. The Board is supportive of having public investment in the area.
- Nelson County: Ms. Bishop shared that the Planning Commission was working on both their solar ordinance and their nonconforming ordinance. The Planning Commission will put in a budget request for funding to update the comprehensive plan and ordinances. Ms. Bishop thanked staff members, Sandy Shackelford and Nick Morrison, for their work on the Smart Scale Application process. Mr. Rutherford said the Board continued to discuss how best to spend CARES funding. They are committed to both small business grants and broadband expansion. Mr. Rutherford missed the normalcy pre-pandemic and looks forward to meeting in person with constituents.
- Louisa County: Mr. Gentry shared that the Board continued to commit to broadband expansion. He noted that their budget was underway with department head's sending budgets next week. He noted that activity on Lake Anna continued to increase. Mr. Babyok noted that they are in their 3rd round of funding for their CARES small business grant program and that they were adjusting criteria to accommodate more businesses. He shared that Louisa had success with early voting. Mr. Babyok asked David Blount about the VaCo Cigarette tax study and that some areas in the state were looking at it as a local government and others regionally. Mr. Blount shared that there was still time

for consideration (with law not taking effect until next July) and that there may be additional action in the next session on the matter.

- Fluvanna: Mr. O'Brien was excited to share that Silk City printing was locating in Fork Union of Fluvanna (with 100 employees). He also shared that real estate was going well in the county. He said that the county's budget was not terribly affected by the Pandemic and that they may not be able to spend all of their CARES funding. Mr. Smith said that the roundabout in Fluvanna was wrapping up and that the Regional Housing Partnership was moving at light speed on their strategic initiatives. He thanked the Commissioners for their support of the Regional Housing Locator and Resource site.
- Greene County: Mr. Herring shared that Greene County's EMS went live and they were very busy. He continues to have concerns about broadband in the county. He noted that Greene's revenues were not as bad as they thought due to the pandemic. The National Park has seen a boom and the county is in an on-going lawsuit with the water authority. Mr. Herring shared that he, too, missed seeing everyone in person. Ms. Wilkinson concurred with Mr. Herring's summary.
- City of Charlottesville: Mr. Stolzenberg shared that the City hired a new Director of Neighborhood Development Services. He noted that the Comprehensive Plan, Affordable Housing Strategy, and Zoning rewrite were continuing on pace. Mr. Payne shared with the Commission a link to the draft affordable housing plan and encouraged other localities to look at it as there was a lot that was transferable to other counties in the region. He shared that the City continued to take steps forward on redeveloping their public housing. He also noted that the City was starting their climate action planning process with an emission reduction target goal of carbon neutrality by 2050. The City is \$4.5 million below their revenue projects (due mostly to restaurant/hotel/lodging effects of the pandemic). They will continue monitoring the local situation of COVID with students returning from the holidays.

b. Next Meeting – December 3, 2020

8. *Closed Session - *per Code of Virginia 2.2-3711 A.1: As noted previously, the closed session was deemed unnecessary.

Adjournment:

- **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting at 9:01 pm.**