

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 4, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Chip Boyles, Executive Director	x
Michael Payne*	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg	x	Christine Jacobs, Chief Operating Officer / Housing Director	x
Albemarle County		Don Reed, Finance Director	
Ned Galloway*	x	Sandy Shackelford, Planning/Transportation Director	x
Donna Price	x	Jessica Ballering, Planner II	
Fluvanna County		Shirese Franklin, Planner II	
Tony O'Brien		Dominique Lavorata, Planner I/Legislative Aide	
Keith Smith, Treasurer	x	Nick Morrison, Planning/Environ. Program Manager	
Greene County		Sara Pennington, TDM/Rideshare Program Manager	x
Dale Herring, Chair	x	Lucinda Shannon, Transportation Program Manager	
Andrea Wilkinson	x	Gretchen Thomas, Administrative Assistant	
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok	x	Sean Tubbs, Independent Journalist, Citizen	x
Tommy Barlow	x	Allison Wrabel, Daily Progress	x
Nelson County			
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

*Michael Payne and Ned Galloway arrived at approximately 7:10 pm prior to the vote on the Resolution for the Rideshare Funding Application.

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 February 9, 2021 at https://www.youtube.com/watch?v=g-kfKHk5PKM&feature=youtu.be&ab_channel=TJPDC-MPO.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Dale Herring, presided and called the meeting to order at 7:00 pm. Sandy Shackelford read the Notice of Electronic Meeting and Commissioner and Public Protocol, took attendance by roll call, and certified that a quorum was present.



Chair Herring called for an amendment to the agenda to recognize a staff member. The motion was made by Andrea Wilkinson and seconded by Rory Stolzenberg.

2. MATTERS FROM THE PUBLIC:

- a. **Comments by the Public:** None
- b. **Comments provided via email, online, web site, etc.:** None

3. PRESENTATIONS:

- a. **Introduction of Commission Members:**
Tommy Barlow is returning to the Commission representing Louisa County.

4. CONSENT AGENDA: Action Items

- a. **Minutes of December 3, 2020 Meeting**

Motion/Action: On a motion by Andrea Wilkinson, seconded by Dylan Bishop, the Commission approved the minutes of the December 3, 2020 meeting by vote of 7-0. Donna Price and Tommy Barlow abstained.

- b. **Calendar Year 2021 Schedule**

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved the Calendar Year 2021 schedule amended to include a meeting date on June 3rd, 2021 and removing the meeting date in July.

5. RESOLUTIONS:

- a. **Submission of FY22 Rideshare Funding Application**

Motion/Action: On a motion by Donna Price, seconded by Keith Smith, the Commission unanimously approved a resolution of support for the FY22 Rideshare Funding Application.

- b. **Regional Transit Visioning Plan Grant**

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved a resolution of support for the Regional Transit Visioning Plan Grant.

- c. **Albemarle Transit Planning Grant**

Motion/Action: On a motion by Donna Price, seconded by Keith Smith, the Commission unanimously approved a resolution of support for the Albemarle Transit Planning Grant.

6. NEW BUSINESS:

- a. *** Quarterly Financial Reports**
 - i. **December Dashboard Report**
 - ii. **December Profit & Loss Statement**

- iii. **December Balance Sheet**
- iv. **December Accrued Revenue Report**

Motion/Action: On motion by Andrea Wilkinson, seconded by Michael Payne, the Commission unanimously approved the quarterly financial report.

b. Presentation of Draft FY21 Amended Final Budget

Ms. Jacobs reviewed the draft Amended FY21 Budget, which the Commission will be asked to consider at their meeting in March. This budget incorporates changes to revenue and expense assumptions from the FY21 Budget adopted at the Commission meeting in May of 2020, adjusted to include changes that have occurred during the first half of FY21.

c. Presentation of CDBG Regional Priorities Due March 26, 2021

Ms. Jacobs notified the Commission that the TJPDC had received notice from DHCD to submit a signed Letter of Interest or Commitment prioritizing regional project types/activities and identifying a list of Community Improvement Grant proposals that may be submitted from the Planning District in 2021. Ms. Jacobs requested that localities notify TJPDC staff of any additional projects that may be requested in 2021 by February 15.

7. EXECUTIVE DIRECTOR'S REPORT:

- a. General Report:** Ms. Jacobs provided an update on: an overview of major programs and initiatives of the TJPDC staff, an update on operations and organizational changes, ongoing investigation into establishing a regional cigarette tax, Smart Scale project awards recommendations from the Commonwealth Transportation Board, a summary report of the Rent and Mortgage Relief Program, and an update on the Porchlight affordable housing locator through the Regional Housing Partnership.

8. OTHER BUSINESS:

STAFF RECOGNITION: CHAIR HERRING READ A RESOLUTION OF RECOGNITION AND APPRECIATION FOR MR. BOYLES' LEADERSHIP OF THE THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Staff recognition: Chair Herring read a resolution of recognition and appreciation for Mr. Boyles' leadership of the Thomas Jefferson Planning District Commission during his tenure.

Motion/Action: On motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously and enthusiastically approved the resolution of recognition and appreciation for Mr. Boyles.

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.

- b. Next Meeting:** March 4, 2021

9. CLOSED SESSION:

- a. Discussion of an individual employee:** Using the attached closed session minutes forms, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. Public Session Resumes:** Per the attached closed session minutes, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. APPOINTMENT OF INTERIM EXECUTIVE DIRECTOR:

- a. Motion/Action:** On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved a resolution appointing Christine Jacobs as the Interim Executive Director effective February 15, 2021, thereby ending the term of the previous Executive Director.

ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Bob Babyok, the Commission unanimously voted to adjourn the February 4, 2021 Commission meeting at 9:39 pm.

Commission materials and meeting recording may be found at www.tjpd.org