

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, May 6, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne* (7:13)	x	David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg		Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Galloway* (7:07)	x	Jessica Ballering, Planner II	
Donna Price	x	Shirese Franklin, Planner II	x
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien**		Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	x
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok		Tammy Purcell	
Tommy Barlow * (7:05)	x		
Nelson County			
Jesse Rutherford, Vice Chair	x		
Dylan Bishop	x		

*Mr. Barlow, Mr. Galloway, an Mr. Payne arrived after the vote to add a closed session occurred.

**Mr. O'Brien left the meeting at 7:48 and was not present for any votes following the presentations.

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 (Chapter 552), as effective April 7, 2021. A recording of the meeting was made available to the public on May 11, 2021 at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

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.

2. MATTERS FROM THE PUBLIC:

a. **Comments by the Public:** None



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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

c. Amendment to the agenda

Chair Herring called for an amendment to the agenda to add a closed session to discuss an individual employee.

Motion/Action: On a motion by Tony O'Brien, seconded by Donna Price, the Commission unanimously approved the addition to the agenda.

3. PRESENTATIONS:

a. PUBLIC HEARING – FFY21 HOME Annual Action Plan

Shirese Franklin provided background on the HOME program the TJPDC administers and reviewed how the FY21 funds were used. She also described the goals for the use of the FY22 funds and reviewed the Draft Action Plan of the Consolidated Plan.

Chair Herring opened the public hearing at 7:13 pm.

There were no comments from the public.

Chair Herring closed the public hearing at 7:14 pm.

b. Urban Rivanna River Corridor Plan Update

Sandy Shackelford provided the Commission with an overview of the Urban Rivanna River Corridor Plan the TJPDC has been working on for Albemarle County and the City of Charlottesville. Ms. Shackelford reviewed the project background, the plan development process, high level recommendations, and the planned next steps to move the plan towards completion.

c. Legislative Update

David Blount provided the Commission with an overview of the recent General Assembly session and an update on expected, upcoming legislative activity. Mr. Blount reviewed the budget amendments that were approved, as well as locally-introduced bills and other significant legislation. Mr. Blount shared that the General Assembly is expected to convene for a special session over the summer, and reviewed the potential purposes that might be addressed in the special session including the appropriation of monies from the federal American Rescue Plan.

4. CONSENT AGENDA: Action Items

a. Minutes of April 1, 2021 Meeting

Motion/Action: On a motion by Andrea Wilkinson, seconded by Ned Gallaway, the Commission approved the minutes of the April 1, 2021 meeting by vote of 8-0. Michael Payne and Dylan Bishop abstained.

b. Monthly Financial Report

Motion/Action: On a motion by Keith Smith, seconded by Donna Price, the Commission unanimously approved the quarterly financial report as presented.

5. RESOLUTIONS:

a. HOME Annual Action Plan

Motion/Action: On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution adopting the HOME Consortium FY21-22 Annual Action Plan as presented by staff.

b. FY22 Operating Budget, Revenues, and Work Plan

Motion/Action: On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved the resolution to approve the fiscal year 2022 TJPDC annual operating budget and work plan as presented.

c. Resolution to Issue a Request for Proposals for Strategic Planning Consultant for the Central Virginia Regional Housing Partnership

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop a strategic plan for the Central Virginia Regional Housing Partnership as presented.

d. Resolution to Issue a Request for Proposals for Marketing Agency to create Rideshare Marketing Materials

Motion/Action: On a motion by Donna Price, seconded by Ned Gallaway, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services to develop marketing materials for Rideshare/TDM as presented.

6. NEW BUSINESS:

a. Presentation of TJPDC Officer Slate from Nominating Committee for FY22

The nominating committee consisting of Ned Gallaway, Andrea Wilkinson, and Tommy Barlow recommended the following officers: Jesse Rutherford as Chair, Dale Herring as Vice-Chair, Keith Smith as Treasurer, and Christine Jacobs as Secretary.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report:** Ms. Jacobs provided updates on: the withdrawal of a Nelson County Smart Scale Round 3 application; changes to the Housing Preservation Grant program administration; appointees to the TJPDC Corporation Board; the Regional Housing Partnership's Housing Speaker Series; the Regional Transit Partnership's FY22 Work Plan; the Albemarle Transit Expansion and Implementation Grant consultant selection; the receipt of proposals for the Regional Transit Vision Plan and upcoming selection committee meeting; a new housing grant track through Virginia Housing that the TJPDC is preparing to apply for; and plans to utilize up to three interns to assist TJPDC staff over the summer.

8. 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. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.
- b. Next Meeting:** June 3, 2021

ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Michael Payne, the Commission voted to adjourn the May 6, 2021 Commission meeting at 8:54pm by vote of 8-1.

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