

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 3, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne		David Blount, Deputy Director / Legislative Director	x
Rory Stolzenberg		Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway		Jessica Ballering, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien (7:52)	x	Nick Morrison, Planning/Environ. Program Manager	
Keith Smith, Treasurer		Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	
Dale Herring, Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok (7:32)	x	Karen Davis, Jaunt	x
Tommy Barlow (7:09)	x	Peter Stephenson, Virginia Risk Sharing Association	x
Nelson County		Tammy Purcell	x
Jesse Rutherford, Vice Chair	x	Sean Tubbs, Independent Reporter	x
Dylan Bishop	x		

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 June 8, 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 7:05 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
- b. **Comments provided via email, online, web site, etc.:** None



Christine Jacobs introduced Karen Davis from Jaunt to the Commission to provide an opportunity for the Commission to determine the Commission's interests in learning more about Jaunt's operations and services. The Commission expressed interest in learning more about ridership throughout the individual localities, considering Jaunt operations in the Greene County Comprehensive Plan update, and opportunities to provide better connections between more rural points of interest.

3. PRESENTATIONS:

a. U.S. Department of Transportation RAISE Grant

Jessica Hersh-Ballering provided the Commission with an overview of the RAISE grant application that the TJPDC is considering submitting. The application would be for a planning grant to fund a feasibility study to develop a community-preferred Master Plan for renovation, improvement, and/or expansion of the existing Charlottesville station to accommodate additional capacity and projected growth in ridership and make site-specific safety and accessibility improvements.

b. Interim Executive Director 100-Day Plan Update

Ms. Jacobs reviewed her progress toward the items she identified as priorities during her first 100 days as Interim Executive Director for the TJPDC. She went on to describe the priorities for the TJPDC over the next 100 days while the Commission considers the next steps towards hiring a permanent Executive Director.

4. CONSENT AGENDA: Action Items

a. May 6, 2021 Meeting

Motion/Action: On a motion by Donna Price, seconded by Jesse Rutherford, the Commission unanimously approved the minutes of the May 6, 2021 meeting.

b. Monthly Financial Report

Motion/Action: On a motion by Andrea Wilkinson, seconded by Donna Price, the Commission unanimously accepted the monthly financial report as presented.

5. RESOLUTIONS:

a. Resolution to Elect TJPDC Officers for FY22

Motion/Action: On a motion by Donna Price, seconded by Dylan Bishop, the Commission unanimously approved a resolution to elect the following as officers for FY22:

<u>Name</u>	<u>Office</u>
Jesse Rutherford (Nelson County)	Chair
Dale Herring (Greene County)	Vice-Chair

Keith Smith (Fluvanna County)
Christine Jacobs (Staff)

Treasurer
Secretary

b. Resolution to Elect GO Virginia Region 9 Council Representatives

Motion/Action: On a motion by Donna Price, seconded by Tommy Barlow, the Commission approved a resolution to elect the following as GO Virginia Region 9 Council Representatives by vote of 7-0 with Tony O'Brien abstaining:

Name

Christian Goodwin (Louisa County) - Chief Administrative Officer

Tony O'Brien (Fluvanna County) - Elected Official

Christine Jacobs (Staff) - Ex Officio

c. Resolution to Issue a Request for Proposals for Consultant Services for the Virginia Eviction Reduction Pilot (VERP) Planning Grant application through the Virginia Department of Housing and Community Development

Motion/Action: On a motion by Donna Price, seconded by Bob Babyok, the Commission unanimously approved a resolution authorizing the Interim Executive Director to issue a request for proposals for consultant services for eligible activities related to the Virginia Eviction Reduction Pilot (VERP) upon notice of grant award.

d. Resolution to Support a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application to Fund a Charlottesville Regional Multi-Modal Transportation Station Master Plan

Motion/Action: On a motion by Dylan Bishop, seconded by Tony O'Brien, the Commission unanimously approved a resolution of support for TJPDC staff to submit a grant funding application for the Charlottesville Regional Multimodal Transportation Station Master Plan.

6. NEW BUSINESS:

a. Remote Meeting Participation Policy

Motion/Action: On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously approved the adoption of the policy to allow Commission members to participate in meetings by electronic communication means under certain conditions, as presented by staff.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report: Ms. Jacobs provided updates on: the submission of a \$2 million application to Virginia Housing's Planning District Commission Housing Development Program Grant to develop new affordable housing units within the region; a U.S. Department of Housing and Urban Development (HUD) allocation of \$2.4 million in the FY2021 HOME Investment Partnership to be available for expenditure until September of 2030; contracts with Nelson County to prepare two Transportation Alternative grant applications for sidewalk infrastructure in Lovingson and to

build a foundation for the relocation of the historic Gladstone Train Depot; the Regional Housing Partnership's Housing Speaker Series; TJPDC staff site visit to Jaunt; updates on plans for TJPDC staff return to work; updates on the hiring process for a new planner to support the anticipated housing grant funding and programming needs; a recent meeting of the Regional Broadband Partnership, which focused on funding opportunities and ongoing broadband infrastructure initiatives; ongoing discussions with seven counties regarding interest in participating in a regional cigarette tax board; and summer educational and informational programming presented by the Virginia Association of Planning District Commissions.

8. CLOSED SESSION:

a. Discussion of an individual employee: Using the attached closed session form, 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 form, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Barlow, the Commission unanimously approved a resolution appointing Christine Jacobs to continue as the Interim Executive Director through December 31, 2021.

Motion/Action: On a motion by Tommy Barlow, seconded by Tony O'Brien, the Commission voted to commence with an internally-driven search for an Executive Director to begin on July 1, 2021, designating the Deputy Director as the point of contact for that search, by vote of 7-1.

Motion/Action: On a motion by Donna Price, seconded by Dylan Bishop, the Commission voted to commence with an RFP to contract with an external search firm to support recruitment and hiring for the Executive Director to begin July 1, 2021 by vote of 7-1.

9. OTHER BUSINESS:

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

b. Next Meeting: August 5, 2021

ADJOURNMENT:

Motion/Action: On a motion by Donna Price, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the June 3, 2021 Commission meeting at 9:33 pm.

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