

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, August 5, 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	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway	x	Ian Baxter, Planner II	x
Donna Price	x	Shirese Franklin, Planner II	x
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	x
Tony O'Brien		Nick Morrison, Planning/Environ. Program Manager	x
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Lucinda Shannon, Transportation Program Manager	
Dale Herring, Vice Chair	x	Gretchen Thomas, Administrative Assistant	
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok	x	Sean Tubbs, Independent Journalist	x
Tommy Barlow	x	Tammy Purcell, Engage Louisa	x
Nelson County		Ginny Bixby, Daily Progress	x
Jesse Rutherford, Chair	x	Sam Pittman, TJPDC Intern	x
Dylan Bishop	x	David Erzen, TJPDC Intern	

Note: The City of Charlottesville has declared a local 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 in the city. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § [2.2-3708.2](#). A recording of the meeting was made available to the public on August 11, 2021 at <https://www.youtube.com/channel/UCOuHJzRDV6rnplep2Lxj0Q>.

1. **CALL TO ORDER:**

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Jesse Rutherford, 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
- b. **Comments provided via email, online, web site, etc.:** None



3. PRESENTATIONS:

a. New Planner II

Christine Jacobs introduced Ian Baxter, who was recently hired as a Planner II to support the TJPDC's housing programs.

b. Watershed Improvement Program (WIP) Update

Dominique Lavorata shared an overview of the Watershed Improvement Program, including the overarching purpose of the program to reduce total maximum daily loads (TMDL) in the Chesapeake Bay Watershed and a review of the required deliverables and the PDC's progress towards meeting them for this contract year.

c. Internship Summary – David Erzen

David Erzen, a Master's student in the UVA Batten School of Leadership & Public Policy, gave a presentation on the work he has completed during his internship with the TJPDC, which largely focused on identifying best practices that could be applied to the TJPDC's HOME program, and his experience working with the TJPDC.

d. Internship Summary – Sam Pittman

Sam Pittman, a Master's student in the UVA Batten School of Leadership & Public Policy, gave a presentation on the work he has completed during his internship with the TJPDC, which largely focused on supporting transit initiatives. This included compiling data regarding driver recruitment and retention, researching peer cities for future virtual visits, and providing support to develop the RAISE grant application for Charlottesville Union Station. He also discussed his experience working with the TJPDC.

e. Regional Housing Plan

The TJPDC recently completed its Regional Housing Plan. Nick Morrison provided the Commission with an overview of the planning process and reviewed key findings.

4. CONSENT AGENDA: Action Items

a. Minutes of June 3, 2021 Meeting

b. Minutes of June 29, 2021 Special Meeting

Motion/Action: On a motion by Bob Babyok, seconded by Andrea Wilkinson, the Commission approved the minutes of the June 3, 2021 regular meeting and the June 29, 2021 special meeting by vote of 9-0; Ned Gallaway abstained.

c. Monthly Financial Report

- i. June Dashboard Report
- ii. June Profit & Loss Statement
- iii. June Balance Sheet
- iv. June Accrued Revenues Report
- v. DRPT State Master Agreement

Motion/Action: On a motion by Dale Herring, seconded by Bob Babyok, the Commission unanimously accepted the monthly financial report as presented.

5. RESOLUTIONS:

a. Resolution of Support for the Re-Route of US Bike Route 76 from US-15 to Historic Palmyra

Motion/Action: On a motion by Keith Smith, seconded by Bob Babyok, the Commission unanimously approved a resolution of support for re-routing US Bike Route 76 from US-15 to Historic Palmyra as presented.

b. Resolution to Adopt the “Planning for Affordability, A Regional Approach” as the Regional Housing Plan

Motion/Action: On a motion by Keith Smith, seconded by Dylan Bishop, the Commission unanimously approved a resolution adopting “Planning for Affordability, a Regional Approach” as the Regional Housing Plan as presented.

6. NEW BUSINESS:

a. Regional Broadband VATI Grant

David Blount provided an update on the TJPDC’s collaboration with Firefly Fiber Internet to submit a grant application to the Virginia Telecommunication Initiative (VATI) to support expansion of broadband infrastructure throughout a 12-county area. Applicant partners are Central Virginia Electric Cooperative, Firefly, Dominion Energy, and Rappahannock Electric Cooperative.

b. Regional Housing Partnership Funding

Christine Jacobs reviewed the history of the Regional Housing Partnership and initiatives that have been undertaken by the PDC related to housing. She also provided an update on existing housing program funding sources and explained the need to secure local funding support to continue its operation.

7. INTERIM EXECUTIVE DIRECTOR’S REPORT:

- a. Monthly Report:** Ms. Jacobs provided updates on: the award to the PDC of three housing grants, including the \$2 million Virginia Housing Grant, a \$50,000 Virginia Eviction Reduction Pilot (VERP)

planning grant, and a \$3,000 BAMA Fund award to support the fall virtual education series; plans to apply for a VERP implementation grant following completion of the planning grant; initiatives that TJPDC staff is undertaking to review and improve the HOME Program; continued progress on the Regional Cigarette Tax; Charlottesville-Albemarle MPO projects and programs; recent progress on the Albemarle County Transit Expansion Study and the Regional Transit Vision Plan; recent activities on the urban and rural Rivanna River Corridor Plans; progress on the five-year updates of the Hazard Mitigation Plan and Solid Waste Plan; recent staffing changes; and plans to explore options to secure a line of credit to support some of the large projects that the PDC is preparing to undertake.

8. CLOSED SESSION:

a. Discussion of prospective candidates for the position of Executive Director: 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 Donna Price, seconded by Dylan Bishop, the Commission unanimously agreed to appoint Jesse Rutherford, Dale Herring, Keith Smith, and Ned Gallaway to serve as the selection committee to interview applicants for the position of Executive Director.

9. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Due to time constraints, the Commission chose to forgo roundtable updates.

b. Next Meeting: September 2, 2021

ADJOURNMENT:

Motion/Action: On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the June 3, 2021 Commission meeting at 9:24 pm.

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