

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 2, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Interim Executive Director	x
Michael Payne	x	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	
Donna Price		Shirese Franklin, Planner II	x
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Nick Morrison, Planning/Environ. Program Manager	
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		Sean Tubbs, Independent Journalist	x
Tommy Barlow (7:19)	x	Tammy Purcell	x
Nelson County			
Jesse Rutherford, Chair	x		
Dylan Bishop			

*Keith Smith left the meeting at 7:16 p.m.

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 September 7, 2021 at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission 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



c. PUBLIC HEARING – DRAFT HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER)

Shirese Franklin reviewed the HOME Investment Partnership Program, including the program requirements and goals, projects that have been completed in each locality using these funds, and the demographics of those that were served by the use of the funds.

The public hearing was opened at 7:19 p.m. There were no comments from the public. The public hearing was closed at 7:20 p.m.

3. PRESENTATIONS:

a. Draft Solid Waste Plan

Shirese Franklin provided an update on the five-year update of the Solid Waste and Recycling Plan reviewing the localities included, the purpose of the plan, and the draft goals and strategies that have been developed.

4. CONSENT AGENDA: Action Items

a. Minutes of August 5, 2021

Motion/Action: On a motion by Dale Herring, seconded by Ned Gallaway, the Commission approved the minutes of the August 5, 2021 regular meeting by vote of 6-0; Michael Payne and Tony O'Brien abstained.

b. Monthly Financial Report

- i. July Dashboard Report
- ii. July Profit & Loss Statement
- iii. July Balance Sheet
- iv. July Accrued Revenues Report

Motion/Action: On a motion by Andrea Wilkinson, seconded by Tony O'Brien, the Commission unanimously accepted the monthly financial report as presented.

5. RESOLUTIONS:

None

6. NEW BUSINESS:

a. Draft FY23 Projected Operating Budget and Local Revenue Requests

Ms. Jacobs reviewed the projected FY23 budget and the local revenue requests that would be made from the member localities. Ms. Jacobs reviewed the budget line items where the biggest differences occurred from previous years.

b. Executive Director Search

David Blount notified the Commission that the Executive Director search committee would be meeting next Friday, September 10 to conduct candidate interviews.

7. INTERIM EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report:** Ms. Jacobs provided updates on: office staffing and Water Street Center related to COVID-19 protocols; position openings and hiring progress; 2022 Legislative Program activities and priority identification; the VA PDC Housing Development Grant project status; and ongoing transportation projects and activities.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.
- b. Next Meeting:** October 7, 2021

ADJOURNMENT:

Motion/Action: On a motion by Andrea Wilkinson, seconded by Rory Stolzenberg, the Commission unanimously voted to adjourn the September 2, 2021 Commission meeting at 8:08 pm.

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