

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, November 4, 2021

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	x
Michael Payne	x	David Blount, Deputy Director/Legislative Director	x
Rory Stolzenberg	x	Don Reed, Finance Director	x
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway	x	Ian Baxter, Planner II	
Donna Price	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x		
Andrea Wilkinson	x		
Louisa County		GUESTS/PUBLIC PRESENT	
Bob Babyok	x	David Foley, CPA - Robinson Farmer Cox	x
Tommy Barlow	x	Sean Tubbs, Independent Journalist	x
Nelson County			
Jesse Rutherford, Chair	x		
Dylan Bishop	x		

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 November 9, 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

3. PRESENTATIONS:



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

a. FY21 Annual Financial Report

David Foley, CPA with Robinson, Farmer, Cox Associates reviewed the FY21 Annual Financial Report and Audit with the Commission. Mr. Foley explained that the audit includes a review of the financial statements, internal controls that the Commission has over its accounting, and federal compliance. Robinson, Fox, Cox Associates issued an unmodified opinion on the financial statements, which is the cleanest opinion that can be issued. They also determined the audit was clean in the other two areas as well.

b. TJPDC 50th Anniversary and Election Updates

David Blount made the Commission aware that the TJPDC will be turning 50 next year. He reviewed a brief history of the formation of PDCs and the TJPDC, and activities that were undertaken as part of the 40th TJPDC anniversary celebration. Jesse Rutherford, Tony O'Brien and Keith Smith volunteered to assist staff in planning for this celebration.

Mr. Blount also provided a brief update on the November 2 election results.

4. CONSENT AGENDA: Action Items

a. Minutes of October 7, 2021

b. Monthly Financial Report

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

c. FY21 Financial Report & Audit

Motion/Action: On a motion by Tony O'Brien, seconded by Dale Herring, the Commission unanimously approved the consent agenda as presented. Dylan Bishop abstained from the vote on the October 7, 2021 minutes.

5. RESOLUTIONS:

None

6. NEW BUSINESS:

None

7. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report:** Christine Jacobs provided updates on:
- i. staffing and hiring for two planner positions;

- ii. legislative program activities which include the development of the regional legislative program and work with individual localities on legislative bills/initiatives;
- iii. housing program activities which include the ongoing success of the Housing Speaker Series, the Regional Housing Partnership's participation in a panel presentation at the Virginia Governor's Housing Conference, the release of a request for concepts to assess potential project partners for the VA Housing PDC's \$2M development grant, successful completion of the Virginia Eviction Reduction Pilot Planning Grant and preparation for the application of an implementation grant to support coordinated eviction prevention initiatives in Charlottesville and Albemarle, and the award of \$20,000 from Virginia Housing to complete a strategic plan for the Regional Housing Partnership;
- iv. ongoing progress on the development of the Hazard Mitigation Plan;
- v. recently completed activities on the Transit Vision Plan including the release of two surveys that are currently live, the selection of Hive Creative Group to develop marketing guidance for RideShare, the successful collaboration between RideShare, Jaunt, UTS, and CAT to develop a promotional videos in support of 'Try Transit' month, and ongoing development of the MPO's SMART SCALE project applications.

b. DHCD Annual Funding Contract FY22 and Annual Report: Planning District Commissions are required by the Regional Cooperation Act to submit an annual report to the Department of Housing and Community Development that contains a description of activities of the previous year, adherence to requirements of the Act, and a budget and accounting of revenues expenses. Ms. Jacobs noted the inclusion of the TJPDC Annual Report for FY21 and the annual funding contract for FY22. The FY22 contract reflects an increased payment of \$14,000 compared to FY21.

8. OTHER BUSINESS:

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

b. Next Meeting: December 2, 2021

ADJOURNMENT:

Motion/Action: On a motion by Andrea Wilkinson, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the November 4, 2021 Commission meeting at 8:01 pm.

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