

Join Zoom Meeting:

<https://us02web.zoom.us/j/81148921023?pwd=TWdtZlcwaUxrVzdadVB6SmhKWVZRZz09>

Meeting ID: 811 4892 1023

Passcode: 531756

By call-in 1 (301) 715-8592#

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. Call to Order & Roll Call <ol style="list-style-type: none"> a. Notice of Electronic Meeting and Commissioner and Public Protocol and Roll Call (Read by Sandy Shackelford) 2. Matters from the Public <ol style="list-style-type: none"> a. Comments by the public are limited to no more than 2 minutes per person. b. Comments provided via email, online, web site, etc. (Read by Sandy Shackelford) 3. Presentations <ol style="list-style-type: none"> a. Introduction of New Planner I – Isabella O'Brien b. 2021 Legislative Update – David Blount 4. * Consent Agenda <p>Action Items:</p> <ol style="list-style-type: none"> a. * Minutes of November 4, 2021 Meeting b. * Monthly Financial Reports <ol style="list-style-type: none"> i. October Dashboard Report ii. October Profit & Loss Statement iii. October Balance Sheet iv. October Accrued Revenues Report 5. * Resolutions <ol style="list-style-type: none"> a. Resolution of Appreciation for Commissioner Babyok – Christine Jacobs 6. New Business <ol style="list-style-type: none"> a. 2022 Calendar Year Meeting Schedule 7. Executive Director's Report <ol style="list-style-type: none"> a. Monthly Report 8. Other Business <ol style="list-style-type: none"> a. Roundtable Discussion by Jurisdiction b. There is NO January Commission Meeting c. Items for Next Meeting –February 3, 2021 Meeting <ol style="list-style-type: none"> i. New Commission Member Orientation ii. Deliver FY22 Amended Budget Draft iii. FY23 Rideshare Work Program iv. Executive Director Evaluation Process | <p>7:00-7:00</p> <p>7:00 – 7:20</p> <p>7:20 – 7:35</p> <p>7:35 – 7:40</p> <p>7:40-7:45</p> <p>7:45-8:00</p> <p>8:00 – 8:10</p> <p>8:10 – 8:30</p> <p>8:30</p> |
|---|---|
- *ADJOURN**
- *Designates Items to be Voted On***



NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to *Code of Virginia* § **2.2-3708.2**, which allows a public body to hold electronic meetings when the locality in which it is located has declared a local state of emergency, and the catastrophic nature of the emergency makes it impracticable or unsafe to assemble a quorum in a single location, and the purpose of the meeting is to provide for the discharge of its lawful purposes, duties, and responsibilities.

This meeting is being held via electronic video and audio means through Zoom online meetings and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

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:

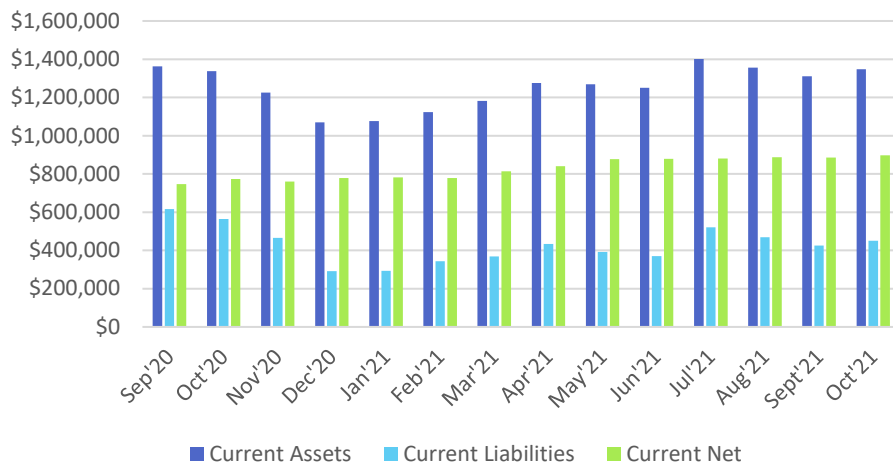
Motion/Action: On a motion by Andrea Wilkinson, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the November 4, 2021 Commission meeting at 8:01 pm.

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

FINANCIAL DASHBOARD Through October 31, 2021

NET QUICK ASSETS

Target = \$484,870 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$81,923



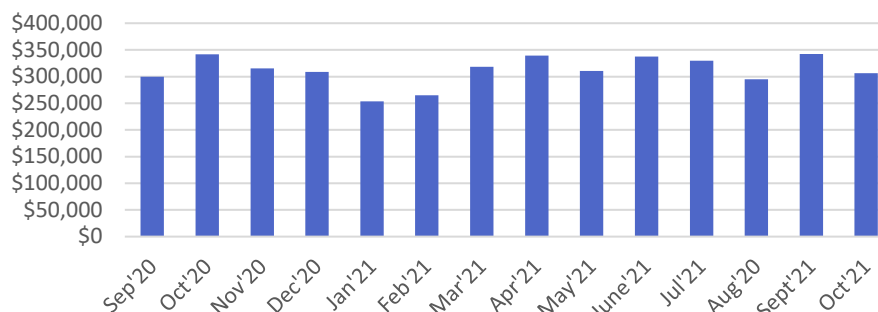
Monthly Net Quick Assets

Sep'20 = \$746,274
Oct'20 = \$773,192
Nov'20 = \$759,492
Dec'20 = \$779,233
Jan'21 = \$782,692
Feb'21 = \$779,333
Mar'21 = \$814,363
Apr'21 = \$840,928
May'21 = \$876,846
Jun'21 = \$879,382
Jul'21 = \$881,176
Aug'21 = \$886,917
Sept'21 = \$886,391
Oct'21 = \$897,702

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 9.26 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$96,974. The 3-month average of expenses is \$91,744. Actual operating expenses for October were \$81,923 compared to \$102,551 in September. Capital reserves = \$897,701 - \$484,870 = \$412,831.

Unrestricted Cash on Hand

Target = \$387,896 (4 months operating expenses)
Alarm = <\$193,948 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

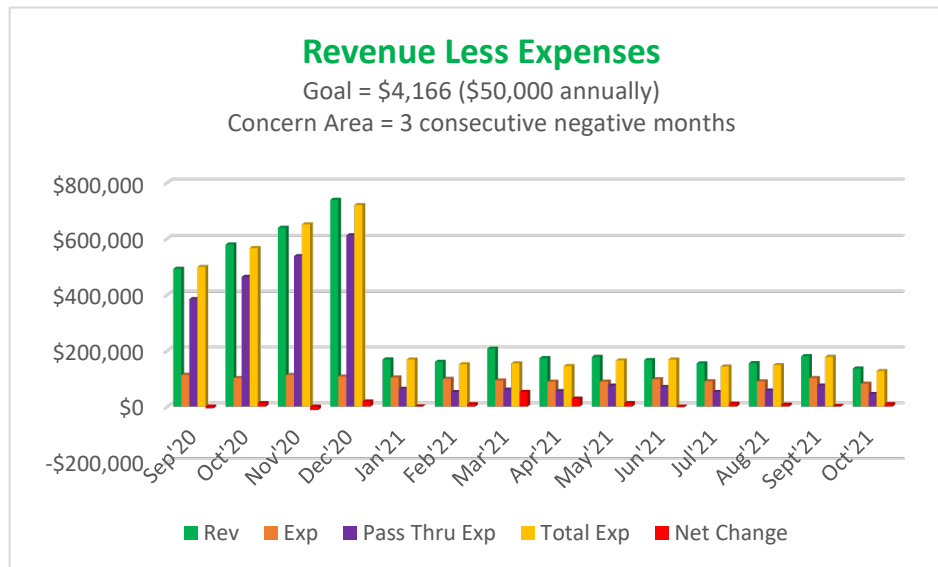
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of \$306,558 represents 3.16 months of operating

FINANCIAL DASHBOARD Through October 31, 2021

expenses. Unrestricted cash has decreased from an Oct'20 level of \$341,493 to \$306,558 at the end of October 2021.



Monthly Net Revenue

Sep'20 = (\$6,222)

Oct'20 = \$12,874

Nov'20 = (\$12,407)

Dec'20 = \$18,723

Jan'21 = \$630

Feb'21 = \$8,647

Mar'21 = \$52,770

Apr'21 = \$28,784

May'21 = \$12,695

June'21 = (\$1,788)

Jul'21 = \$11,242

Aug'21 = \$7,223

Sept'21 = \$2,582

Oct'21 = \$9,237

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The approved FY22 Budget estimated a \$0 net gain. There was a net gain in October of \$9,237 resulting in a net gain of \$30,360 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets). The Accrued Revenue Report shows total available funds of \$1,838,140 remaining in FY22 (\$116,568 per month remaining in FY22). Actual operating expenses for October were \$81,923.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
October 2021

10:33 AM
11/22/21
Accrual Basis

	Oct 21	Budget	Jul - Oct 21	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	25,802	96,109	212,656	409,388	1,193,070
4120 · State Funding Source	62,238	39,524	187,423	161,592	479,636
4130 · Local Source	35,270	40,417	176,679	161,666	484,999
42000 · Local Match Per Capita	13,303	6,566	53,213	42,987	159,620
4280 · Interest Income	62	167	242	667	2,000
Total Income	136,675	182,782	630,212	776,300	2,319,325
Gross Profit	136,675	182,782	630,212	776,300	2,319,325
Expense					
61000 · Personnel	65,137	77,449	276,814	327,096	940,173
62391 · Postage Expense	422	170	911	678	2,254
62392 · Subscriptions, Publications	0	46	0	183	550
62393 · Supplies	482	614	2,243	2,453	7,364
62394 · Audit -Legal Expenses	0	0	7,787	8,250	16,500
6240 · Advertising	1,479	2,373	5,724	9,155	27,798
62404 · Meeting Expenses	55	500	55	1,999	5,996
62410 · TJPDC Contractual	1,524	9,297	22,710	37,633	112,312
6281 · Dues	738	985	3,775	4,139	12,016
62850 · Insurance	521	278	2,085	1,112	3,336
62890 · Printing/Copier	229	518	949	2,032	6,060
63200 · Rent Expense	8,249	8,171	32,068	32,686	98,058
63210 · Equipment/Data Use	1,122	1,950	5,448	7,009	21,037
63220 · Telephone Expense	442	489	2,459	1,954	5,862
63300 · Travel-Vehicle	754	2,261	1,703	9,125	27,253
6345 · Janitorial Service	390	743	1,115	2,973	8,920
6390 · Professional Development	379	1,721	2,179	6,885	20,654
Total Expense	81,923	107,563	368,024	455,364	1,316,143
Net Ordinary Income	54,753	75,219	262,188	320,936	1,003,182
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	0	50,746	77,177	202,985	608,954
8399 · Grants Contractual Services	45,515	32,852	154,651	131,409	394,228
Total Other Expense	45,515	83,599	231,829	334,394	1,003,182
Net Other Income	(45,515)	(83,599)	(231,829)	(334,394)	(1,003,182)
Net Income	9,237	(8,380)	30,360	(13,458)	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of October 31, 2021

	Oct 31, 21	Oct 31, 20	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	699,711.34	837,962.42	-138,251.08
1189 · Capital Reserve	392,987.00	239,291.00	153,696.00
Total Checking/Savings	<u>1,092,698.34</u>	<u>1,077,253.42</u>	<u>15,444.92</u>
Accounts Receivable			
1190 · Receivable Grants	225,801.46	219,440.30	6,361.16
Total Accounts Receivable	<u>225,801.46</u>	<u>219,440.30</u>	<u>6,361.16</u>
Other Current Assets			
1310 · Prepaid Rent	2,291.67	2,291.67	0.00
1330 · Prepaid Insurance	11,212.56	16,141.48	-4,928.92
1360 · Prepaid Other	16,143.57	21,664.30	-5,520.73
Total Other Current Assets	<u>29,647.80</u>	<u>40,097.45</u>	<u>-10,449.65</u>
Total Current Assets	<u>1,348,147.60</u>	<u>1,336,791.17</u>	<u>11,356.43</u>
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	92,151.29	123,060.29	-30,909.00
1499 · Accumulated Depreciation	-92,659.71	-115,959.47	23,299.76
Total Fixed Assets	<u>13,864.69</u>	<u>21,473.93</u>	<u>-7,609.24</u>
TOTAL ASSETS	<u><u>1,362,012.29</u></u>	<u><u>1,358,265.10</u></u>	<u><u>3,747.19</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	54,317.34	39,061.72	15,255.62
Total Accounts Payable	<u>54,317.34</u>	<u>39,061.72</u>	<u>15,255.62</u>
Credit Cards			
2155 · Accounts Payable Credit Card	2,905.21	0.90	2,904.31
Total Credit Cards	<u>2,905.21</u>	<u>0.90</u>	<u>2,904.31</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	70.50	0.00	70.50
2800 · Deferred Revenue	393,153.41	533,852.76	-140,699.35
Total Other Current Liabilities	<u>393,223.91</u>	<u>533,852.76</u>	<u>-140,628.85</u>
Total Current Liabilities	<u>450,446.46</u>	<u>572,915.38</u>	<u>-122,468.92</u>
Long Term Liabilities			
2200 · Leave Payable	36,758.53	46,116.00	-9,357.47
Total Long Term Liabilities	<u>36,758.53</u>	<u>46,116.00</u>	<u>-9,357.47</u>
Total Liabilities	<u>487,204.99</u>	<u>619,031.38</u>	<u>-131,826.39</u>
Equity			
3000 · General Operating Fund	451,460.60	478,863.42	-27,402.82
3100 · Restricted Capital Reserve	392,987.00	239,291.00	153,696.00
32000 · Unrestricted Net Assets	-0.03	0.00	-0.03
Net Income	30,359.73	21,079.30	9,280.43
Total Equity	<u>874,807.30</u>	<u>739,233.72</u>	<u>135,573.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,362,012.29</u></u>	<u><u>1,358,265.10</u></u>	<u><u>3,747.19</u></u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2022

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	GRANT-CONTRACT START DATE	GRANT-CONTRACT END DATE	TOTAL PROGRAM CONTRACT/GRANT AMOUNT	JULY 2021	AUGUST 2021	SEPTEMBER 2021	Oct-21	YEAR TO DATE FY22	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY23	GRANT TO DATE	GRANT-CONTRACT REMAINING FY22	NOTES
110	State Support to PDC (DHCD)	07/01/21	06/30/22	89,971	6,330	6,331	9,831	7,497	29,989			29,989	59,982	State funding to TJPDC General
110	Bank Interest	07/01/21	06/30/22	750	59	64	56	62	241			241	509	Investment Pool Savings Income
170/171	Rural Transportation	07/01/21	06/30/22	58,000	7,184	4,458	3,238	2,297	17,177			17,177	40,823	VDOT Rural Transp Planning
190/195/198	MPO-PL	07/01/21	06/30/22	190,065	10,754	5,094	5,865	5,062	26,775			26,775	163,290	MPO PL Transp Planning
191/196/199	MPO-FTA	07/01/21	06/30/22	98,746	4,741	3,147	3,313	3,700	14,901			14,901	83,845	MPO FTA Transit Planning
273	Office Leases - Rent	07/01/21	06/30/22	10,000	1,150	2,070	3,010	1,950	8,180				1,820	Rental Fees
277	Legislative Liaison	07/01/21	06/30/22	102,981	6,486	6,515	7,263	5,705	25,969			25,969	77,012	David & Dominique Legis Operations
278	VAPDC-ED	07/01/21	06/30/22	50,000	4,167	4,167	4,167	4,352	16,853				33,147	Contract for Admin Services
296	Member Per Capita	07/01/21	06/30/22	159,620	13,303	13,303	13,303	13,303	53,212			53,212	106,408	Local Govt Annual Contributions
303	Solid Waste	07/01/21	06/30/22	20,765	3,724	3,864	5,051	1,483	14,122			14,122	6,643	Contract for annual reporting
315	Stanardsville TAP	04/06/15	10/01/20	25,500	530	706	367	112	1,715	21,958		23,673	1,827	VDOT Streetscape Contract
329	Rivanna River Corridor Phase II	07/01/21	06/30/22	88,000	3,339	1,409	0		4,748	83,252		88,000	0	Regional River Plan
334	Nelson TAP	07/01/21	06/30/22	5,831	384	441	4,710	296	5,831			5,831	0	Lovingsston Transporation Alternative Grant Assistance
907	WIP Phase IV	06/01/19	12/31/21	58,000	4,779	4,189	3,005	2,465	14,438	33,464		47,902	10,098	Watershed Improvement Plan
907	WIP Phase V	06/01/21	01/01/22	58,000	0	0	0	0	0		24,000	0	34,000	Watershed Improvement Plan
908	RRBC	07/01/21	06/30/22	17,187	1,581	2,961	2,647	1,850	9,039			9,039	8,148	Rivanna Commission
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus			0										
181	RTP-TDM	07/01/21	06/30/22	50,000	4,087	4,590	3,971	2,329	14,977			14,977	35,023	Regional Transit Partnership
	RTP Pass-Thru	07/01/21	06/30/22	0	0	0	0	0	0			0	0	Grant Match if needed
182	Regional Transit Grant	01/01/21	06/30/22	34,138	1,021	1,757	2,274	2,550	7,602	5,045		12,647	21,491	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	01/01/21	06/30/22	315,862	0	0	39,232		39,232			39,232	276,630	Regional Transit Vision Plan - Consultant
183	Albemarle Transit Grant	01/01/21	12/31/21	14,950	2,829	1,631	863	1,300	6,623	5,626		12,249	2,701	Albemarle Transit Expansion - Admin
	Alb Transit Pass-Thru	01/01/21	12/31/21	91,265	13,083	14,768	6,911	18,281	53,043	2,021		55,064	36,201	Albemarle Transit Expansion - Consultant
193	Rideshare	07/01/21	06/30/22	166,670	11,360	13,797	10,844	13,231	49,232	13,797		63,029	103,641	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	07/01/21	06/30/22	10,500	0	0	0	0	0			0	10,500	Potential contract for marketing plan
330	Hazard Mitigation	07/01/21	06/30/22	50,824	833	2,449	6,870	4,259	14,411	10,701	6,000	31,112	13,712	24 month planning project resiliency
	Haz Mit Pass-Tru	07/01/21	06/30/22	2,850	0	0	0	0	0			0	2,850	Technical Support/Mapping (if needed)
726	HOME ARP			3,034				3,034	3,034			3,034	0	
727	HOME TJPDC Admin	07/01/21	06/30/22	64,661	5,904	5,908	6,673	4,655	23,140			23,140	41,521	HUD HOME Housing Grants Admin
	HOME Pass-Thru	07/01/21	06/30/22	611,954	32,414	20,529	24,234		77,177			77,177	534,777	HUD HOME Housing Grants Construction
728	Housing Preservation Grant Admin	07/01/21	06/30/22	17,673	1,502	2,267	1,678	2,200	7,647			7,647	10,026	USDA Housing Repair Admin
	HPG Pass-Thru	07/01/20	06/30/21	100,148	0	15,406	4,973		20,379			20,379	79,769	USDA Housing Repair Construction
729	Affordable Housing	07/01/21	06/30/22	28,000	2,396	604	1,000		4,000			4,000	24,000	Regional Housing Partnership
	RHP - Strategic Plan	07/01/21	06/30/22	20,000	0	0	0		0			0	20,000	Spark Mill - RHP Strategic Planning Consultant
732	VERP	07/01/21	10/30/21	5,000	2,216	558	1,645		4,419			4,419	581	VA Eviction Planning Grant - Admin
	VERP Pass-Thru	07/01/21	10/30/21	45,000	7,250	7,250		27,815	42,315			42,315	2,685	VA Eviction Planning Grant - Consultants
733	VA Housing	07/01/21	06/30/21	40,000	1,108	4,614	1,629	3,406	10,757			10,757	29,243	VA Housing PDC - Admin
	VA Housing Pass-Through	07/01/21	06/30/21	0	0	0	0	0	0			0	0	VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	07/01/21	06/30/21	105,992	437	1,450	2,123	3,481	7,491			7,491	98,501	Includes Admin and One-time start up costs
	Cig Tax Pass-Through	07/01/21	06/30/21	30,938	0	0	0	0	0			0	30,938	Pass through - direct costs
	TOTAL - All Programs			2,842,875	154,951	156,297	180,746	136,675	628,669	323,100	46,966	957,769	1,838,140	TOTAL - All Programs
	Pass Thru Sub-totals			1,228,517	52,747	57,953	75,350	46,096	232,146	90,779	-	322,925	905,592	Pass-Thru Subtotal

Op Expenses

\$96,974
\$91,744
\$81,923

12 month average
3 month average
last month

Total Grant Funds Remaining	1,838,140
Pass-through funds	\$905,592
TJPDC Available Funds	\$932,548
Available funds per month	\$116,568.48



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

**RESOLUTION OF APPRECIATION
ROBERT “BOB” BABYOK**

WHEREAS, Bob Babyok faithfully has served the Thomas Jefferson Planning District Commission since 2018 in the capacity of Commissioner; and

WHEREAS, Mr. Babyok has been a tireless advocate for the work and services of the TJPD during his time on the Commission and as a Board of Supervisor member and chairman in Louisa County; and

WHEREAS, Mr. Babyok has served as co-chair on several Louisa County Committees, including the Finance, Personnel and Economic Development Committees; and

WHEREAS, Mr. Babyok also completed a 16-month course for certification as a Virginia County Supervisor through the Virginia Association of Counties (VACo); and

WHEREAS, Mr. Babyok has represented the County of Louisa and the varied interests of its citizens, businesses and public officials alike during his time on the Commission; and

WHEREAS, the work of the Thomas Jefferson Planning District Commission during Mr. Babyok’s tenure has resulted in a multitude of programs, plans and services that benefit the people of this region, including, but not limited to, improved mobility through transportation plans and projects; improved accessibility to safe, decent housing for residents; economic vitality and entrepreneurship; and a commitment to environmental stewardship; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission expresses its enduring gratitude and appreciation for the generous service provided to this region by Bob Babyok.

Adopted this 2nd day of December, 2021.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Jesse Rutherford, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



CY2022
TENTATIVE COMMISSION SCHEDULE

January, 2022	No Meeting
February 3, 2022	New Commission Member Orientation FY23 Rideshare Work Program, Grant Application, Resolution - Presentation – For approval Deliver FY22 Amended Budget Draft Executive Director Evaluation Process Quarter 2 (Oct-Dec) Financial Report
March 3, 2022	FY22 Amended Budget – For Approval DHCD CDBG Regional Priorities - For Approval FY23 Rural Transportation Work Program & Budget – Presentation/Draft – no vote
April 7, 2022	Appointment of Nominating Committee for Officers Deliver FY23 Operating Budget Draft/Budget Memo FY23 Rural Transportation Work Program & Budget – For Approval UPWP Update - Presentation
May 5, 2022	Public Hearing for Draft HOME Annual Action Plan – Presentation (memo) HOME Annual Action Plan – Resolution - For Approval Presentation: Legislative Report Resolution - FY23 Operating Budget for Consideration and Approval TJPDC Officer Slate Notice from Nominating Committee Officer Nomination for TJPDC Corporation Quarter 3 (Jan-March) Financial Report Executive Director Evaluation (Closed Session)
June 2, 2022	Election of TJPDC Officers Housing Preservation Grant Pre-Application Approval & IGR Review -Resolution – For Approval Broadband Update
July, 2022	No Meeting
August 4, 2022	Quarter 4 (April-June) Financial Report Watershed Improvement Program (WIP) Update Hazard Mitigation Plan Update State Master Agreement for DRPT funding Blue Ridge Cigarette Tax Board Update
September 1, 2022	Delivery of Draft FY24 Projected Budget and Local Revenue Requests HOME & CDBG CAPER Draft Presentation and Public Hearing HOME and CDBG Program CAPER Resolution – For Approval

October 6, 2022	FY24 Budget for Approval Annual DHCD Funding Agreement Regional Housing Partnership Update
November 3, 2022	Annual Financial Audit Report & Acceptance Quarterly Financial Report Quarter 1 (July-Sept) Financial Report
December 1, 2022	2022 General Assembly Legislative Report Resolutions of Appreciation for Commissioners (if appropriate) Regional Transit Partnership Update

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: December 2, 2021
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since November 4th, 2021.

Administration

- December 2, 2021 Meeting Agenda

- 1. Call to Order and Roll Call**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication

- 3. Presentations**

- a. Introduction of New Planner I – Isabella O'Brien
- b. 2021 Legislative Update – David Blount

- 4. Consent Agenda**

- a. Minutes of the November 4, 2021 Commission Meeting
- b. Monthly Financial Report– October 2021 – October 2021 net gain of \$9,237 for a fiscal year total net gain of \$30,360. TJPDC staff will return to including monthly financial reports in the commission packet under the consent agenda, to include the Dashboard Report and the Profit & Loss Statement, Balance Sheet, and Accrued Revenues Report. Beginning in February, Quarterly Financial Reports (February, May, August, and November) will be included in the New Business section of the agenda for discussion and approval.

Staff recommends approval of the consent agenda in one vote.

- 5. Resolutions**

Resolution of Appreciation for Commissioner Babyok – Commissioner Babyok has served the TJPDC faithfully since 2018. The TJPDC staff and commission wish to express their sincere gratitude and appreciation for his generous service.

- 6. New Business**

- a. 2022 Calendar Year Meeting Schedule – TJPDC staff presents the commission meeting dates for calendar year 2022, as well as the tentative items for review, presentation, and approval during each month. The TJPDC commission does not meeting in July or January of each year.

7. Executive Director's Monthly Report

a. Staff updates –

- We are still advertising for a full-time Regional Transportation Planner III/IV position and have listed a Finance Director/Full-Charge Bookkeeper position.
- Due to the substantial FY21 net gain, as well as a FY22 year-to-date net gain of \$30,360, all TJPDC staff (except for the Executive Director) will receive a one-time end-of-calendar-year bonus in the amount of \$1,000 for full-time employees and \$500 for part-time employees (proportionate to months worked in FY22) for their continued efforts and contributions to the agency's success during an under-staffed and transitional fiscal year.

b. Housing –

- The Central Virginia Regional Housing Partnership (CVRHP) held its second virtual Housing Speaker Series on November 16th. Commissioner Rutherford was one of the panelists. Registration for the 3rd and 4th sessions can be found [here](#).
- Keith Smith and Ned Gallaway (Chair and Vice Chair of the CVRHP) presented at the Virginia Governor's Housing Conference. The TJPDC had 3 staff members attend the conference.
- The Request for Concepts for the VA Housing \$2M development grant's deadline was November 29th. Staff will review submissions and invite priority projects to submit a formal application for grant funding.
- Staff submitted a grant for the VERP implementation program to support coordinated eviction prevention initiatives in Charlottesville and Albemarle.
- The CVRHP kicked off its strategic planning initiative in November with the strategic plan steering committee/executive committee.

c. Environment –

- The Hazard Mitigation work group is meeting monthly to assess potential risks. A public survey is available [here](#).
- DEQ has provided the CY2022 WIP scope of work. TJPDC will submit a final invoice and report for CY2021 in December.

d. Transportation –

- Consultants for the Regional Transit Vision plan completed the first public meeting on November 18th. There are two surveys (in both English and Spanish) on the [website](#) to gather community and stakeholder input on the vision for transit in the region.
- MPO staff continues to develop Smart Scale projects and convened a stakeholder group for the Rivanna River Bike/Ped bridge on November 30th. Further, the MPO is developing performance targets for FY23.
- TJPDC staff continues to work with Kittelson to schedule a stakeholder meeting for the Zion Crossroad Plan and to schedule public meetings to seek feedback on recommended strategies developed by the consultant.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, February 3, 2022. There is NO January Commission meeting. Items for the February meeting may include, but are not limited to: i) New Commission Member Orientation, ii) FY22 Amended Draft Budget, iii) FY23 Rideshare Work Program, iv) Executive Director Evaluation Process.

Adjourn
