

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 10, 2022

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		Christine Jacobs, Executive Director	x
Michael Payne*	x	David Blount, Deputy Director/Legislative Director	x
Lyle Solla-Yates	x	Don Reed, Finance Director	
Albemarle County		Sandy Shackelford, Planning/Transportation Director	x
Ned Gallaway	x	Ian Baxter, Planner II	
Jim Andrews	x	Shirese Franklin, Planner II	
Fluvanna County		Dominique Lavorata, Planner I/Legislative Aide	
Tony O'Brien		Lucinda Shannon, Senior Regional Planner	
Keith Smith, Treasurer	x	Sara Pennington, TDM/Rideshare Program Manager	x
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson	x	Ryan Mickles, Planner III	x
Louisa County		Lori Allshouse, Program Director - VATI	x
Rachel Jones	x	GUESTS/PUBLIC PRESENT	
Tommy Barlow			
Nelson County			
Jesse Rutherford, Chair	x		
Dylan Bishop			

*Councilor Payne joined the meeting at 7:44 pm prior to the vote to accept the 2nd Quarter Financial Report.

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 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. Introduction of Ryan Mickles, Planner III and Lori Allshouse, Program Director - VATI

Christine Jacobs introduced Ryan Mickles and Lori Allshouse to the Commission. Mr. Mickles will be working primarily with the MPO/transportation programs and Ms. Allshouse will be directing the VATI program.

b. New Commission Member Introduction and Orientation

Ms. Jacobs introduced the new Commissioners: Supervisor Rachel Jones (Louisa County), Supervisor Jim Andrews (Albemarle County), and Planning Commissioner Lyle Solla-Yates (City of Charlottesville). Ms. Jacobs reviewed a brief history of the TJPDC, governing structure, the mission and vision statements, enabling legislation, by-laws, history of programs and projects, existing programs and services, agency funding and local contributions, agency financials, organizational policies, and agency staff.

c. FY23 RideShare Work Program, Grant Application

Ms. Pennington reviewed the process of applying for annual funding for the RideShare program. The presentation included an overview of the RideShare program, major initiatives undertaken in the FY22 program, and initiatives planned for the FY23 work program.

4. CONSENT AGENDA: Action Items

a. Minutes of December 2, 2021

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the minutes of December 2, 2021 as presented.

5. RESOLUTIONS:

a. FY23 RideShare Application Resolution

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously approved the resolution to approve the RideShare Grant Application and Annual Work Plan as presented.

6. NEW BUSINESS:

a. 2nd Quarter Financial Report (October 2021 – December 2021)

- i. 2nd Quarter Dashboard Report
- ii. October, November, and December Profit and Loss Statements
- iii. December Balance Sheet
- iv. December Accrued Revenues Report

Motion/Action: On a motion by Dale Herring, seconded by Ned Gallaway, the Commission unanimously accepted the 2nd Quarter Financial Report as presented. Rachel Jones was absent for this vote.

b. FY22 Amended Budget Draft and Budget Memo

Ms. Jacobs reviewed the FY22 amended budget with the Commission. The amended budget will be presented to the Commission for approval at their March meeting.

c. TJPDC Grievance Policy

Ms. Jacobs explained that DHCD requires that the TJPDC has an agency-approved Grievance Policy for grant recipients. The proposed policy is adapted from the Grievance Policy that was developed for the Rent and Mortgage Relief Program, which named the specific program when it was adopted.

Motion/Action: On a motion by Lyle Solla-Yates, seconded by Keith Smith, the Commission unanimously approved adoption of the TJPDC Grievance Policy as presented.

d. Executive Director Evaluation Process

Ms. Jacobs requested guidance from the Commission on the Executive Director Evaluation Process. Mr. Smith stated that in previous evaluation processes, a committee was appointed to develop and implement the process. The evaluation committee will consist of Jesse Rutherford, Dale Herring, and Ned Gallaway.

7. EXECUTIVE DIRECTOR'S REPORT:

- a. Monthly Report:** Christine Jacobs provided updates on: staffing updates to include recently filled positions and progress on filling vacant positions; the Virginia Telecommunications Initiative (VATI); the Blue Ridge Cigarette Tax Board; housing programming to include the award of a \$250,000 Virginia Eviction Reduction Pilot Implementation grant, the ongoing virtual Housing Speaker Series, the development of a strategic plan for the Regional Housing Partnership, the status of project selection for the VA Housing \$2 million PDC Development Grant, and recent activities to plan for project funding through the HOME-ARP program; application plans for an EDA grant to develop a regional Comprehensive Economic Development Strategy plan; recent activity on the Regional Natural Hazard Mitigation plan; and transportation programming to include SMART SCALE project planning, the award of an Office of Intermodal Planning and Investment Growth and Accessibility Planning Technical Assistance grant to develop performance-based planning metrics for the MPO's Long Range Transportation Plan, the application of a DRPT Technical Assistance grant to fund a

Regional Transit Governance Study, the application of a DRPT demonstration grant by CAT to fund the implementation of recommendations from the Albemarle Transit Expansion Study, and updates on the Zion Crossroads Small Area Plan and the North 29 Corridor Study.

8. OTHER BUSINESS:

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

b. Next Meeting: March 3, 2022

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the February 10, 2022 Commission meeting at 8:51 pm.

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