Thomas Jefferson
Planning District Commission
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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, March 3, 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		Ruth Emerick, Chief Operating Officer	x
Ned Gallaway	x	Sandy Shackelford, Planning/Transportation Director	x
Jim Andrews	x	Shirese Franklin, Planner II	x
Fluvanna County		Ian Baxter, Planner II	x
Tony O'Brien	x	Lucinda Shannon, Senior Regional Planner	x
Keith Smith, Treasurer		Sara Pennington, TDM/Rideshare Program Manager	
Greene County		Gretchen Thomas, Administrative Assistant	
Dale Herring, Vice Chair	x	Isabella O'Brien, Planner I	
Andrea Wilkinson	x	Ryan Mickles, Planner III	
Louisa County		Lori Allshouse, Program Director - VATI	
Rachel Jones	x	**GUESTS/PUBLIC PRESENT**	
Tommy Barlow	x	Tammy Purcell	x
Nelson County		Wyatt Burttschell	x
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 at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.*

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 –** Solid Waste Plan Amendment

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

Shirese Franklin explained that there is a request for a new private captive industrial landfill that requires an amendment to the Solid Waste Plan that was previously approved by the Commission. The purpose of the new facility is to mitigate contamination of the James River.

A public hearing was held in compliance with the required regulations. The public hearing was opened at 7:09 pm. No one was present to speak on the amendment. The public hearing was closed at 7:09 pm.

3. PRESENTATIONS:

a. Introduction of Ruth Emerick, Chief Operating Officer

Christine Jacobs introduced Ruth Emerick, hired as the Chief Operating Officer and Program Director.

b. Hazard Mitigation Plan Update

Ian Baxter updated the Commission on the current process of updating the 2023 Natural Hazard Mitigation Plan. Mr. Baxter reviewed the purpose and requirements of the plan, as well as current progress of its development.

c. HOME-ARP

Shirese Franklin provided an overview of the HOME-ARP program. Ms. Franklin reviewed general project purpose, qualifying populations to be served by the program goals, and eligible activities. She reviewed the allocation of funding received, and the process of amending the 2021 Annual Action Plan to release HOME-ARP funds for identified projects.

4. CONSENT AGENDA: Action Items

a. Minutes of February 10, 2022

b. January Financial Report

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the consent agenda as presented; Dylan Bishop abstained.

5. NEW BUSINESS:

a. FY23 Rural Transportation Work Program and Budget Draft

Lucinda Shannon provided the Commission with a review of the work that was undertaken in the FY22 Rural Transportation Work Program and reviewed a draft of the FY23 Rural Transportation Work Program that will be brought back in April for approval. Ms. Shannon reviewed the program budget, areas covered, and proposed projects/activities to be included in the upcoming work program.

b. Community Development Block Grant 2022 Regional Priorities

The Department of Housing and Community Development, which administers the Federal Community Development Block Grant (CDBG) program, asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asked local governments and area housing agencies for notice of anticipated CHBG applications for 2022. Ms. Jacobs developed a prioritized list based on feedback that was provided.

Motion/Action: On a motion by Ned Gallaway, seconded by Michael Payne, the Commission unanimously approved the Community Development Block Grant 2022 Regional Priorities as presented.

c. FY22 Amended Annual Operating Budget

Ms. Jacobs reviewed the amended FY22 Operating Budget that reflects more accurate revenues and expenses based upon the previous seven months of experience for FY22. Ms. Jacobs explained the primary reasons for the changes between the approved budget and the amended budget.

6. RESOLUTIONS:

a. Solid Waste Plan Amendment Resolution

Motion/Action: On a motion by Dylan Bishop, seconded by Andrea Wilkinson, the Commission unanimously approved the resolution to amend the Solid Waste Plan as presented.

b. HOME-ARP Resolution and Draft Request for Proposals

Motion/Action: On a motion by Tony O'Brien, seconded by Tommy Barlow, the Commission unanimously approved the HOME-ARP Resolution and authorized Ms. Jacobs to proceed with the Request for Proposals as presented.

c. FY22 Amended Annual Operating Budget Resolution

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the FY22 Amended Annual Operating Budget Resolution as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

a. **Monthly Report**: Christine Jacobs provided updates on: staffing changes to include recently filled positions, progress on filling vacant positions, and new vacancies; re-establishment of a monthly newsletter; support for the United Way tax preparation assistance program; the Executive Director Evaluation Process; recent activities related to the Virginia Telecommunications Initiative grant; the Blue Ridge Cigarette Tax Board; a summary of legislative session activities; the Regional Housing Partnership, which has a workshop scheduled to continue work on the development of the Strategic Plan; the MPO, including a SMART SCALE webinar to review projects that are being developed into applications for Round 5 on February 28th.

8. OTHER BUSINESS:

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

b. Next Meeting: April 7, 2022

ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Michael Payne, the Commission unanimously voted to adjourn the March 3, 2022 Commission meeting at 8:28 pm.

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