

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)**

Minutes, April 7, 2022

| COMMISSIONERS PRESENT          |   | STAFF PRESENT                                               |   |
|--------------------------------|---|-------------------------------------------------------------|---|
| <b>City of Charlottesville</b> |   | Christine Jacobs, Executive Director                        | x |
| Michael Payne                  |   | David Blount, Deputy Director/Legislative Director          | x |
| Lyle Solla-Yates               | x | Don Reed, Finance Director                                  |   |
| <b>Albemarle County</b>        |   | Ruth Emerick, Chief Operating Officer                       | x |
| Ned Gallaway                   | x | Sandy Shackelford, Planning/Transportation Director         | x |
| Jim Andrews                    |   | Shirese Franklin, Planner II                                |   |
| <b>Fluvanna County</b>         |   | Ian Baxter, Planner II                                      | x |
| Tony O'Brien                   | x | Lucinda Shannon, Senior Regional Planner                    |   |
| Keith Smith, Treasurer         | x | Sara Pennington, TDM/Rideshare Program Manager              |   |
| <b>Greene County</b>           |   | Gretchen Thomas, Administrative Assistant                   |   |
| Dale Herring, Vice Chair       | x | Isabella O'Brien, Planner I                                 |   |
| Andrea Wilkinson               | x | Ryan Mickles, Planner III                                   |   |
| <b>Louisa County</b>           |   | Lori Allshouse, Program Director - VATI                     | x |
| Rachel Jones                   | x | <b>GUESTS/PUBLIC PRESENT</b>                                |   |
| Tommy Barlow                   |   | Mark Flynn, Legal Counsel                                   | x |
| <b>Nelson County</b>           |   | Jessica Hersh-Ballering, Principal Planner Albemarle County | x |
| Jesse Rutherford, Chair        | x | Jim Frydl, Planning Director Greene County                  | x |
| Dylan Bishop                   | x | Tammy Purcell, Independent Press                            | x |
|                                |   | Sean Tubbs, Independent Press                               | 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/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. Ruth Emerick 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:**

- Comments by the Public:** None
- Comments provided via email, online, web site, etc.:** None

**3. PRESENTATIONS:**

- RAISE Grant Support Letter Requests**



**i. Albemarle County**

Jessica Hersh-Ballering, Principal Planner with Albemarle County, reviewed the planning grant application that Albemarle County is submitting to plan a shared use bicycle and pedestrian path extending from the Blue Ridge Tunnel in Afton through Crozet to the City of Charlottesville.

The general consensus of the Commission was in favor of providing a letter of support for Albemarle County's RAISE grant application.

**ii. Greene County**

Jim Frydl, Planning Director for Greene County, reviewed the planning grant application that Greene County is submitting to plan pathways and a parallel road network in the County of Greene and Town of Stanardsville to improve bicycle and pedestrian connectivity.

The general consensus of the Commission was in favor of providing a letter of support for Greene County's RAISE grant application.

**b. Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA)**

Mark Flynn reviewed the proposed PPEA guidelines with the Commission, discussing how adoption of these guidelines would facilitate ongoing opportunities for the TJPDC to enter into private-public partnerships following receipt of unsolicited or solicited proposals. Having the guidelines in place also will ensure proper state procurement requirements are followed for the TJPDC to finalize a contract with an Internet Service Provider.

**i. Resolution for PPEA Guidelines**

**Motion/Action:** On a motion by Keith Smith, seconded by Ned Gallaway, the Commission unanimously approved the Resolution Approving Guidelines for the Public-Private Education and Infrastructure Act of 2002 as presented.

**ii. Resolution for Unsolicited Proposal**

**Motion/Action:** On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the Resolution Accepting an Unsolicited Proposal for Providing Universal Broadband Access as presented.

**c. Virginia Telecommunications Initiative (VATI) Update**

Lori Allshouse shared the timelines and next steps in following the PPEA Guidelines and finalizing contracts with DHCD and partner entities. A special meeting of the Commission will be scheduled for April 22nd to hold a public hearing on the receipt of unsolicited proposals.

#### **4. CONSENT AGENDA: Action Items**

##### **a. Minutes of March 3, 2022**

**Motion/Action:** On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously approved the March 3, 2022 minutes as presented; Keith Smith abstained and Lyle Solla-Yates was not present for the vote.

##### **b. February Financial Report**

**Motion/Action:** On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously accepted the February Financial Report as presented; Lyle Solla-Yates was not present for the vote.

#### **5. NEW BUSINESS:**

##### **a. Appointment of Nominating Committee for Officers**

Chair Rutherford appointed Michael Payne, Rachel Jones and himself to develop a slate of officers for FY23 to present to the Commission in May.

##### **b. VA Housing PDC Grant**

Ian Baxter presented the Commission with an overview of the VA Housing PDC Grant program and reviewed the process staff underwent to select recommended recipients for funding. Staff recommended funding three projects that provide a variety of housing types and units in each of the six jurisdictions in the region. Recommended recipients are Habitat for Humanity of Greater Charlottesville, the Charlottesville Redevelopment and Housing Authority, and Virginia Supportive Housing.

##### **c. FY23 Draft Operating Budget/Budget Memo/FY23 Work Plan**

Ms. Jacobs presented the Commission with an initial draft of the FY23 Operating Budget. The presentation included projected revenues, funding source (federal, state, local), and budget expenditures.

#### **6. RESOLUTIONS:**

##### **a. FY23 Rural Transportation Work Plan**

**Motion/Action:** On a motion by Lyle Solla-Yates, seconded by Ned Gallaway, the Commission unanimously approved the Resolution of Approval for the FY23 Rural Transportation Work Program as presented.

**b. VA Housing PDC Development Grant**

**Motion/Action:** On a motion by Dale Herring, seconded by Lyle Solla-Yates, the Commission unanimously approved the Resolution Approving Development Partners for the Thomas Jefferson Planning District Commission's Virginia Housing Development Grant Program as presented.

**7. EXECUTIVE DIRECTOR'S REPORT:**

- a. Monthly Report:** Christine Jacobs provided updates on: efforts to hire for open staff positions; TJPDC plans to resume in-person meetings and revise the staff telework policy (conditions pending); General Session budget negotiations and tentative plans for a special session later in April; progress towards the development of a Strategic Plan for the Regional Housing Partnership; submission of pre-applications for SMART SCALE projects; an upcoming public meeting for the Zion Crossroads transportation improvement recommendations on April 19<sup>th</sup>; upcoming presentations from the consultants working on the Regional Transit Vision Plan include the Regional Transit Partnership in May, with additional presentations to be scheduled with the individual localities in June; submission of a grant application to develop a regional Comprehensive Economic Development Strategy.

**8. CLOSED SESSION:**

- a. Discussion of an individual employee:** Using the attached closed session form, prepared by Sandy Shackelford, the TJPDC Commission entered into a closed session per Code of Virginia 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. Public Session Resumes:** Per the attached closed session form, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

**Motion/Action:** On a motion by Ned Gallaway, seconded by Keith Smith, the Commission unanimously voted to increase the base pay of the Executive Director by 3.0% effective on July 1, 2022.

**9. OTHER BUSINESS:**

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdictions.
- b. Next Meeting:** May 5, 2022

**ADJOURNMENT:**

**Motion/Action:** On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously voted to adjourn the April 7, 2022 Commission meeting at 8:43 pm.

**Commission materials and meeting recording may be found at [www.tjpd.org](http://www.tjpd.org)**