THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, May 5, 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	
Tony O'Brien		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	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		
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 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. 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:

a. **Comments by the Public:** None
b. **Comments provided via email, online, web site, etc.:** None
c. **PUBLIC HEARING –** Draft HOME Annual Action Plan

Shirese Franklin provided an overview of the HOME Investment Partnership Program, eligible uses for the grant funds received, the agencies that have been selected to receive funds in each locality, and how the funds are allocated throughout the region. Ms. Franklin explained that the purpose of the Annual HOME Action Plan is to develop the goals for the use of the grant funding by each participating locality in the upcoming year.

The public hearing was opened at 7:15 pm. There was no one present to speak. The public hearing was closed at 7:15 pm.

3. PRESENTATIONS:

a. Legislative Report

David Blount provided an update on legislative activities. He reported on the stalemate among General Assembly budget negotiators on the state budget, the recent reconvened session to consider vetoes and amendments from the governor, and a pair of locally-requested bills that were approved during the regular legislative session. He also addressed several ongoing and new studies taking place at the state level that are of interest to local governments.

b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) Unified Planning Work Program (UPWP)

Sandy Shackelford reviewed the purpose of the Unified Planning Work Program and the CA-MPO FY23 budget. Projects highlighted in the FY23 UPWP include the 2050 Long Range Transportation Plan update, an analysis of potential changes to the CA-MPO boundary, the completion of a OneMap unified bicycle and pedestrian mapping project, and funding support for the Regional Transit Governance Study.

4. CONSENT AGENDA: Action Items

a. Minutes of April 7, 2022

b. Minutes of April 22, 2022 Special Meeting

Motion/Action: On a motion by Dale Herring, seconded by Dylan Bishop, the Commission unanimously approved the April 7, 2022 meeting minutes and the April 22, 2022 special meeting minutes as presented.

5. NEW BUSINESS:

a. Quarter Three Financial Report (January – March) 2022

Christine Jacobs reviewed the Financial Dashboard with the Commission including the net quick assets, the unrestricted cash on hand, and the monthly net revenue.

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY22 Quarter Three Financial Report as presented.

b. Presentation of TJPDC Officer Slate from Nominating Committee

The Nominating Committee for FY23 Commission officers consisted of Michael Payne, Rachel Jones and Jesse Rutherford. The slate of officers presented by the Nominating Committee included:

Chair – Ned Gallaway
Vice Chair – Tony O'Brien
Treasurer – Keith Smith
Secretary – Christine Jacobs

There were no candidates nominated from the floor.

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the recommended slate of officers*.

*****As this was not intended to be an action item this month, this item should be placed on the June agenda for approval/ratification of the previous action, after having complied with the Commission Bylaws in advance. Article VI, Section 6 states, "At least 10 days prior to the meeting at which the ensuing election is to be held, the nominating committee shall send to each Commission member a list containing the name of one nominee for each elected office."

c. TJPDC Corporation Appointments

Christine Jacobs provided a brief overview of the TJPDC Corporation, which is the non-profit arm of the TJPDC. The TJPDC Corporation largely serves as the fiscal agent for non-profits who align closely with the purpose of the TJPDC. There are currently two vacancies in the TJPDC Corporation appointees.

Jim Andrews volunteered to serve as the appointee for Albemarle County, and Rachel Jones volunteered to serve as the appointee for Louisa County.

Motion/Action: On a motion by Tommy Barlow, seconded by Dale Herring, the Commission unanimously approved the appointments of Jim Andrews and Rachel Jones to the TJPDC Corporation.

d. In-Person Meetings and Electronic Participation Policy

Christine Jacobs provided an update on staff's return to work starting May 1. Ms. Jacobs recommended that the Commission resume in-person meetings beginning in June. The TJPDC will follow the CDC guidelines for any masking or social distancing requirements.

David Blount reviewed the current Remote Participation Policy, and noted that proposed revisions to the policy will be brought to the Commission at the August meeting.

The Commission will meet in person, but there will be virtual participation options for staff, members of the public, and Commissioners (per the Remote Participation Policy).

6. RESOLUTIONS:

a. HOME Annual Action Plan Resolution

Motion/Action: On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously approved the Resolution Adopting the Home Consortium FY22-23 Annual Action Plan as presented.

b. FY23 Operating Budget

Christine Jacobs presented the FY23 Operating Budget to the Commission. There were three minor changes that occurred since the draft FY23 budget was presented in April:

- The Federal Transit Administration provided updated allocations for the FY23 budget.
- The Watershed Implementation Plan budget was amended to rollover an additional $10,000 into FY23.
- An additional $10,000 for legal services was included as an expense.

The cumulative effect was to reduce the amount of reserve transfer needed to balance the FY23 budget from $71,420 to $57,281.

The FY23 budget presented is balanced with $41,153,084 in revenues and expenses.

Motion/Action: On a motion by Keith Smith, seconded by Andrea Wilkinson, the Commission unanimously approved the Resolution Approving the Fiscal Year 2023 Thomas Jefferson Planning District Commission Annual Operating Budget and Work Plan as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report: Christine Jacobs provided updates on the following: TJPDC plans to observe Juneteenth as a holiday on Monday, June 20th, 2022; the Regional Housing Partnership will be recommending adoption of Strategic Plan at its meeting in June; the Regional Transit Governance Study was included in the draft FY23 Six-Year Improvement Program; TJPDC staff partnered with Louisa and Fluvanna Counties to hold a public meeting for the Zion Crossroads Gateway Plan in April; staff is currently conducting a bike/ped infrastructure assessment in Stanardsville and Scottsville; consultants for Regional Transit Vision Plan will be providing an update on the findings and recommendations identified through their analysis at Charlottesville City Council and Albemarle County Board of Supervisors meetings in June, and TJPDC staff will be presenting at Fluvanna, Greene, Louisa, and Nelson Counties; TJPDC staff is in the process of reaching out to locality staff in rural localities to develop a strategic plan to better identify opportunities for developing the annual Rural Transportation Program Work Plan; staff will be attending meetings with each of the governing bodies in upcoming months to review the Hazard Mitigation Plan; and the Rivanna River Basin Commission is meeting on May 6th to discuss initiatives to be undertaken as part of the annual budget in the next three to four years.

9. OTHER BUSINESS:

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

b. **Next Meeting:** June 2, 2022

ADJOURNMENT:

Motion/Action: On a motion by Michael Payne, seconded by Dylan Bishop, the Commission unanimously voted to adjourn the May 5, 2022 Commission meeting at 8:31 pm.

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