

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, August 4, 2022

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

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:00 pm. Ruth Emerick took attendance by roll call. A quorum was not present.

2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

a. 50th Anniversary Resolution, Presented by Delegate Hudson

Delegate Sally Hudson presented a commending resolution recognizing the TJPDC's 50th Anniversary.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

b. Virginia Telecommunications Initiative (VATI) 2022 Update

Lori Allshouse, VATI Program Director, gave an update on the project and timeline. TJPDC has executed agreements with all 13 counties and pre-contract activities are nearly completed. Lori discussed next steps, including the need to enter into various contracts (Firefly, TJPDC/DHCD) and hold a stakeholder kick-off meeting.

c. Certification of Quorum and Remote Participation of Commission Members

At 7:14 pm, Chair Ned Gallaway paused the presentations to allow for an in-person quorum to be certified by Ruth Emerick. The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Jim Andrews participated from Maine for personal reasons, Keith Smith participated from Palmyra, VA for medical reasons, and Tommy Barlow participated from Louisa, VA for medical reasons.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously voted to allow Jim Andrews, Keith Smith, and Tom Barlow to participate remotely at the August 4, 2022, meeting.

d. Watershed Improvement Program (WIP) Update

Isabella O'Brien presented an update on the WIP program, including background information on the program and current activities.

e. Hazard Mitigation Plan Update

Ian Baxter shared an update on the Hazard Mitigation Plan, including the acceptance of the plan by VDEM. Next steps include submitting the plan to FEMA and making any necessary revisions before the plan is formally adopted by all the TJPDC member jurisdictions.

4. CONSENT AGENDA: Action Items

a. Minutes of June 2, 2022

b. Minutes of June 23, 2022 Special Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the consent agenda as presented.

5. NEW BUSINESS:

a. Quarterly Financial Update

Total income for May was \$574,125 and for June was \$271,463 with operating expenses of \$126,286 in May and \$142,203 in June. Pass-through expenses in May were \$429,625 and in June were \$147,669. There was a net gain in May of \$18,214 and an expected net loss in June of (\$18,409). Net Quick Assets are \$928,020, which is 8.83 months of operating expenses (well in excess of the targeted five months). The unrestricted cash on hand has dropped to 1.21 months, below the target of four months. This is primarily due to the fact that we have larger grants that require us to hold larger receivable amounts. Additionally, we have several grants that only allow quarterly reimbursement. The capital reserves balance is \$402,307. The FY22 year-end net gain is \$51,187.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously voted to accept the quarterly financial update as presented.

b. Authorization to Engage in Auto Auction Memo

Staff recommends that the Commission authorize staff to use public auction to procure a vehicle, up to a maximum purchase price of \$35,000 per the BRCTB's authorization at its March meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously voted to authorize TJPDC staff to engage in public auction as a means to secure a vehicle.

c. Virginia Telecommunications Initiative (VATI) 2023 Unsolicited Proposal

In early July, TJPDC staff submitted a Notice of Application to the Department of Housing and Community Development (DHCD) stating the TJPDC's intention to apply for 2023 Virginia Telecommunications Initiative (VATI) funding to expand broadband into areas not covered by our current 2022 VATI project. This notice is required to be able to submit an application for 2023. The Commission would need to hold a public hearing on this and any other unsolicited proposals received and make a decision prior to the application submission deadline of August 25.

6. RESOLUTIONS:

a. Resolution Accepting an Unsolicited Proposal for Extending Broadband Access in Several Counties

Staff recommended that the Commission adopt a resolution accepting for consideration an unsolicited proposal for extending broadband access in several counties.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously approved the resolution accepting for consideration an unsolicited proposal for extending broadband access in several counties.

7. EXECUTIVE DIRECTOR’S REPORT:

Monthly Report: Christine Jacobs gave updates on staffing hires and departures. Staff will convene the 50th Anniversary working group to identify potential opportunities to celebrate the TJPDC’s milestone. Updates were given on the TJPDC’s programs. The Regional Transit Vision plan timeline has been extended by two months in order to continue additional outreach and engagement. The TJPDC was awarded an \$80,000 grant (with an additional \$20,000 local match) from the US Economic Development Administration (EDA) under its Economic Adjustment Assistance grant to develop a Comprehensive Economic Development Strategy (CEDS).

9. CLOSED SESSION: per Code of Virginia 2.2-3711 (A) 1

a. Employee – Individual Employee(s) Discussion

Using the attached closed session form, prepared by Christine Jacobs, 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 Jesse Rutherford, seconded by Dale Herring, the Commission unanimously agreed to call a meeting of the Executive Committee.

10. OTHER BUSINESS:

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

b. Items for Special Meeting mid-August (TBD): Review VATI 2023 Proposals

c. Items for Next Meeting – September 1, 2022

- i. Draft FY24 Projected Budget and Local Revenue Requests
- ii. HOME & CDBG CAPER Draft Presentation and Public Hearing
- iii. Blue Ridge Cigarette Tax Board Update
- iv. Legislation on All-Virtual Meetings for Regional Bodies Update

ADJOURNMENT:

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the August 4, 2022 Commission meeting at 8:43 pm.

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