

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 1, 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		x	Don Reed, Finance Director		
Albemarle County			Ruth Emerick, Chief Operating Officer	x	
Ned Gallaway, Chair	x		Sandy Shackelford, Planning/Transportation Director		
Jim Andrews			Ian Baxter, Planner II		
Fluvanna County			Lucinda Shannon, Senior Regional Planner		
Tony O'Brien, Vice Chair	x		Sara Pennington, TDM/Rideshare Program Manager		
Keith Smith, Treasurer	x		Gretchen Thomas, Administrative Assistant		
Greene County			Isabella O'Brien, Planner I		
Dale Herring	x		Ryan Mickles, Planner III		
Andrea Wilkinson	x		Lori Allshouse, Program Director - VATI		
Louisa County			Brandon Boccher, PT Housing Grant Administrator	x	
Rachel Jones			GUESTS/PUBLIC PRESENT		
Tommy Barlow	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 and certified that a quorum was present. The in-person Commissioners considered allowing remote participation for the following commissioner per the Commission's remote participation policy: Lyle Solla-Yates participated from Charlottesville, VA for medical reasons. The Commissioners were introduced to new TJPDC staff member Brandon Boccher, who is temporarily helping with the federal housing programs.

Motion/Action: On a motion by Tommy Barlow, seconded by Dale Herring, the Commission unanimously allowed Lyle Solla-Yates to participate remotely at the September 1, 2022, meeting.



2. MATTERS FROM THE PUBLIC:

- a. Comments by the Public:** None.
- b. Comments provided via email, online, web site, etc.:** None.
- c. Presentation – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER):**

Brandon Boccher shared an update on the Draft CAPER, which is submitted every five years as part of participation in HUD's HOME program.

- d. Public Hearing:**

Chair Ned Galloway opened the public hearing for the Draft HOME CAPER. There was no one from the public in attendance, nor were any comments submitted in advance of the meeting. The public hearing was closed.

3. PRESENTATIONS:

- a. Blue Ridge Cigarette Tax Board Update**

Blue Ridge Cigarette Tax Board (BRCTB) – The BRCTB was established in October of 2021. The TJPDC serves as the administrator of the tax board. Tax collections began in January of 2022. David Blount and Ruth Emerick shared an update on the BRCTB's activities, including the purchase of a vehicle, the first "true up" of administrative costs, and issues that have come up during the first six months of operation.

4. CONSENT AGENDA: Action Items

- a. Minutes of August 4, 2022**
- b. Minutes of August 22, 2022 Special Meeting**
- c. Monthly Financials Reports**
- d. Executive Director Annual Contract**

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the consent agenda as amended to include a correction to the attendance roster for the August 4, 2022 meeting minutes.

5. NEW BUSINESS:

a. Draft Policy for Remote Participation

Staff presented a draft remote participation policy, titled Remote Electronic Participation and All-Virtual Meeting Policy. Remote participation under such a policy is authorized by § 2.2-3708.3 of the Code of Virginia, for the Commission and for any committee created by or under the authority of the Commission. With adoption, this policy would replace the existing May 2020 Remote Meeting Policy and June 2021 Remote Electronic Meeting Policy.

Motion/Action: On a motion by Michael Payne, seconded by Tony O'Brien, the Commission unanimously adopted the Remote Electronic Participation and All-Virtual Meeting Policy as presented.

b. Draft FY24 Projected Operating Budget

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY24 Projected Operating Budget is balanced with assumption of only known revenue sources and expenses. It assumes a two-cent increase in the per capita rate and anticipates an average 3% increase in salaries for staff. The projected budget currently assumes a \$58,976 transfer from reserves to balance the budget. The FY24 operating budget will likely have significant changes as additional grants and programs are identified. Staff asked for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting.

Motion/Action: On a motion by Keith Smith, seconded by Michael Payne, the Commission unanimously voted to incorporate a two-cent per capita rate increase in the FY24 proposed budget for consideration in October, and to incorporate the same increase in budgets for the following four years.

6. RESOLUTIONS: None.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs gave updates on the recent changes to TJPDC office building's ownership and management company. Updates were given on the TJPDC's programs as follows: The 2022 VATI project is now under contract with the Department of Housing and Community Development (DHCD), and an application for a 2023 VATI grant was submitted on behalf of four counties. DHCD released a Notice of Funding Opportunity for another round of Virginia Eviction Reduction Pilot funds for calendar year 2023, and the TJPDC intends to apply. The FFY22 Housing Preservation Grant is still pending award notification. Five units have been completed to date using the Virginia Housing Development Grant. Staff are pursuing a Safe Streets for All (SS4A) grant through the US Department of Transportation to develop regional/local safety action plans, which is needed to be eligible for future transportation safety improvement funds through SS4A. The

Rivanna River Basin Commission's Annual Conference is September 29, 2022 at the Lewis and Clark Exploratory Center. Staff is completing the EDA administrative onboarding for the CEDS grant award and will be convening a steering committee to guide the development of the CEDS plan.

8. CLOSED SESSION, IF NEEDED: per Code of Virginia 2.2-3711 (A) 1

Not needed.

9. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Items for Next Meeting – October 6, 2022**
 - i. FY24 Projected Budget for Consideration/Approval
 - ii. Annual DHCD Funding Agreement
 - iii. Regional Housing Partnership Update

ADJOURNMENT:

Motion/Action: On a motion by Ned Galloway, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the September 1, 2022 Commission meeting at 8:47 pm.

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