

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

Minutes, December 1, 2022

| COMMISSIONERS PRESENT          | IN PERSON | REMOTE | STAFF PRESENT                                                                | IN PERSON | REMOTE |
|--------------------------------|-----------|--------|------------------------------------------------------------------------------|-----------|--------|
| <b>City of Charlottesville</b> |           |        | Christine Jacobs, Executive Director                                         | x         |        |
| Michael Payne                  | x         |        | David Blount, Deputy Director/Legislative Director                           | x         |        |
| Liz Russell                    | x         |        | Don Reed, Finance Director                                                   |           |        |
| <b>Albemarle County</b>        |           |        | Ruth Emerick, Chief Operating Officer                                        | x         |        |
| Ned Gallaway, Chair            | x         |        | Sandy Shackelford, Planning/Transportation Director                          |           | x      |
| Jim Andrews                    | x         |        | Lucinda Shannon, Senior Regional Planner                                     | x         |        |
| <b>Fluvanna County</b>         |           |        | Laurie Jean Talun, Regional Housing and Community Development Grants Manager | x         |        |
| Tony O'Brien, Vice Chair       | x         |        | Gorjan Gjorgjievski, VATI Project Administrative Assistant                   | x         |        |
| Keith Smith, Treasurer         | x         |        | Otis Collier III, BRCTB Compliance Agent                                     | x         |        |
| <b>Greene County</b>           |           |        |                                                                              |           |        |
| Dale Herring                   | x         |        |                                                                              |           |        |
| Andrea Wilkinson               | x         |        |                                                                              |           |        |
| <b>Louisa County</b>           |           |        |                                                                              |           |        |
| Rachel Jones                   |           |        | <b>GUESTS/PUBLIC PRESENT</b>                                                 |           |        |
| Tommy Barlow                   | x         |        |                                                                              |           |        |
| <b>Nelson County</b>           |           |        |                                                                              |           |        |
| Jesse Rutherford               | x         |        |                                                                              |           |        |
| Ernie Reed                     | x         |        |                                                                              |           |        |
|                                |           |        |                                                                              |           |        |

**1. CALL TO ORDER:**

**a. Call to Order, Roll Call:**

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:02 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

**b. Vote to Allow Electronic Participation: None.**



**City of Charlottesville**

**Albemarle County**

**Fluvanna County**

**Greene County**

**Louisa County**

**Nelson County**

## **2. MATTERS FROM THE PUBLIC:**

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

## **3. PRESENTATIONS:**

### **a. Staff Introductions**

Christine Jacobs introduced three new staff members: Otis Collier, Cigarette Tax Compliance Agent, Laurie Jean Talun, Regional Housing and Community Development Grants Manager, and Gorjan Gjorgjievski, VATI Project Administrative Assistant.

### **b. Regional Transit Governance Study**

Lucinda Shannon, Senior Regional Planner, shared that the TJPDC was awarded a grant from the Department of Rail and Public Transportation to complete a Regional Transit Governance Study. The study will identify strategies for achieving the regional transit priorities and goals identified in the recently completed Regional Transit Vision Plan. Specifically, the study will look at potential governance options for a regional authority and investigate opportunities to increase transportation investments and outcomes.

### **c. DRPT Grant 5310 – Mobility Management**

Lucinda Shannon shared that the TJPDC is exploring developing a program to support mobility management to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Currently, there is not a regional 5310 grant applicant acquiring this resource for our region.

### **d. 2023 General Assembly Preview**

David Blount provided a high-level overview of the expected budget and legislative items for the upcoming General Assembly session, including possible legislation on tax policy, affordable housing, and short-term rentals. TJPDC Legislative Newsletters will be sent out about once a week during the legislative session.

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

### **a. Minutes of November 3, 2022 Meeting**

**Motion/Action:** On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously approved the meeting minutes as presented, with Tommy Barlow and Andrea Wilkinson abstaining.

**b. Monthly Financial Reports**

Christine Jacobs reviewed the monthly financial reports, including the unrestricted cash on hand and monthly net revenue.

**Motion/Action:** On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved the monthly financial reports as presented.

**5. NEW BUSINESS:**

**a. 2023 Calendar Year Meeting Schedule**

A tentative schedule for calendar year 2023 was presented, with no meeting in January or July, and a special session tentatively scheduled in June to approve a grant application that will be due prior to the August meeting.

**6. RESOLUTIONS:**

None.

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

Monthly Report: Christine Jacobs updated the Commission on the hiring process for the open Transportation Planner position and expects to have the position filled soon, making the TJPDC fully staffed.

Project milestones for VATI were shared, including the completion of over 300 miles of field data collection, over 1,400 miles of fiber design, nearly 140 miles of make ready work, over 35 miles of aerial fiber placement, and over 38 miles of underground fiber placement. TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for additional work to be completed on behalf of Albemarle, Greene, Cumberland, and Madison counties. Grant award announcements from DHCD are expected in December 2022, after service area challenges have been resolved.

The Cigarette Tax Compliance Agent has been out in the field, working to educate and inform retail establishments about the local cigarette tax and ordinance. On average, about \$250,000 per month in cigarette tax collections pass through the TJPDC to the eight BRCTB member jurisdictions.

Ned Gallaway, Keith Smith, and TJPDC housing staff attended the Virginia Governor's Housing Conference in November. Planning for the Regional Housing Summit in March is ongoing. Staff intends

to issue a Request for Proposals as part of the process of applying for a Virginia Housing Tier II Implementation Grant. If awarded, the grant would support the Regional Housing Partnership's five - year strategic plan through a bylaws and membership review by a consultant.

Staff is exploring an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options. A required Title VI plan for the CA-MPO and TJPDC has been developed by staff, approved by VDOT, and will be presented to Commissioners at the February meeting. An application is being prepared by staff for a DRPT technical assistance grant to develop a required five-year strategic plan for the RideShare program. Work on the Long-Range Transportation Plan continues, including on recently developed draft goals and objectives, and staff members are working to develop stakeholder discussion groups. The Rural Transportation Tech committee met in November and had a presentation on how to evaluate the economic impacts of transportation projects.

A Request for Proposals was issued for a consultant to complete a Comprehensive Economic Development Strategy (CEDS) for Region 10 and Region 9. Work will begin to develop a Strategy Committee comprised of Economic Development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders.

Staff is completing work with Albemarle County on developing SMART goals for sustainable waste management as part of the Watershed Improvement Program. There are some new Notice of Funding Opportunities for related grant opportunities that were just released that staff is following.

## **8. OTHER BUSINESS:**

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

### **b. Items for Next Meeting – February 2, 2022**

- i. HOME ARP Public Hearing
- ii. New Commissioner Member Orientation (if needed)
- iii. FY24 RideShare Work Program, Grant Application Presentation
- iv. FY23 TJPDC Amended Budget Draft
- v. Quarter Two (Oct-Dec) Financial Report
- vi. VATI Presentation/Update

## **ADJOURNMENT:**

**Motion/Action:** On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously voted to adjourn the December 1, 2022, Commission meeting at 8:24 pm.

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