

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 2, 2023

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
Liz Russell	x		Ruth Emerick, Chief Operating Officer/Housing Director	x	
Albemarle County			Sandy Shackelford, Planning/Transportation Director	x	
Ned Gallaway, Chair	x		Lori Allshouse, VATI Program Director	x	
Jim Andrews		x	Ian Baxter, Regional Housing Planner		x
Fluvanna County			Sara Pennington, TDM/Rideshare Program Manager	x	
Tony O'Brien, Vice Chair			Curtis Scarpignato, Regional Transportation Planner	x	
Keith Smith, Treasurer	x		Laurie Jean Talun, Regional Housing Grants Manager	x	
Greene County			Gorjan Gjorgjievski, VATI Project Administrator	x	
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones	x		GUESTS/PUBLIC PRESENT		
Tommy Barlow			Shirese Franklin		x
Nelson County			Alex Ikefuna		x
Jesse Rutherford			Anthony Warn		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 7:00 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation:



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

The in-person Commissioners considered allowing remote participation for the following commissioner per the Commission's remote participation policy: Jim Andrews participated from Albemarle, VA for a personal matter.

Motion/Action: On a motion by Ernie Reed, seconded by Dale Herring, the Commission unanimously allowed Jim Andrews to participate remotely at the February 2, 2023, meeting.

2. MATTERS FROM THE PUBLIC:

- a. Comments by the Public:** None.
- b. Comments provided via email, online, web site, etc.:** None.
- c. Public Hearing:** Chair Ned Galloway opened the public hearing for the Draft HOME-ARP Allocation Plan. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

3. PRESENTATIONS:

a. Staff Introductions

Executive Director Christine Jacobs introduced Curtis Scarpignato, Regional Transportation Planner.

b. Quarterly Virginia Telecommunication Initiative (VATI) Presentation/Update

Lori Allshouse, VATI Program Director, gave a presentation on the VATI project to date, including site visits, funds disbursement, and construction progress.

c. FY24 Rideshare Work Program and Grant Application and FY24 Commuter Assistance Program (CAP) Strategic Plan Technical Assistance Grant Application

Sara Pennington, TDM / Rideshare Program Manager, presented an overview of the annual Commuter Assistance Program (CAP) grant from the Department of Rail and Public Transportation (DRPT) for the TJPDC's Rideshare program, which aims to reduce traffic and increase mobility. Additionally, in FY25, DRPT will require each CAP program to have a new 5-year strategic plan. DRPT offers technical assistance grants that will cover 50% of the cost to develop the plan.

4. CONSENT AGENDA: Action Items

- a. Contract with Camoin Associates, Inc.**

Christine Jacobs provided an overview of the contract with Camoin Associates for a Comprehensive Economic Development Strategy (CEDS) Plan that was entered into as authorized at the January 10, 2023 TJPDC Executive/Finance Committee meeting.

b. Minutes of December 1, 2022 Meeting

Christine Jacobs reviewed the December 1, 2022 meeting minutes.

c. 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 Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously approved the consent agenda as presented.

5. NEW BUSINESS:

a. RAISE Grant Application Presentation

Sandy Shackelford, Director of Planning and Transportation, presented an overview of the Rivanna River Bicycle and Pedestrian Bridge grant application for preliminary engineering work.

b. Draft FY23 Amended Operating Budget

Christine Jacobs presented a draft amended operating budget for FY23. A final draft will be presented at the March 2023 Commission meeting for consideration.

6. RESOLUTIONS:

a. FY24 Rideshare Application Resolution

Motion/Action: On a motion by Dale Herring, seconded by Keith Smith, the Commission unanimously approved the FY24 Rideshare Application resolution.

b. FY24 CAP Strategic Plan Application Resolution

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously approved the FY24 CAP Strategic Plan Application resolution.

c. RAISE Grant Application Resolution

Motion/Action: On a motion by Liz Russell, seconded by Ernie Reed, the Commission unanimously approved the RAISE Grant Application resolution.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs shared that the TJPDC is now 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, over 260 miles of make ready work, over 59 miles of aerial fiber placement, and over 73 miles of underground fiber placement. Grant award announcements for VATI FY23 from DHCD are delayed.

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. The Blue Ridge Cigarette Tax Board has elected to charge a reduced annual application fee for distributors in the amount of \$50 and is considering investing reserve funds in the Virginia Investment Pool (VIP).

The TJPDC has been selected to host a VISTA member for the 2023-2024 AmeriCorps VISTA Cohort through the Virginia Housing Alliance. The VISTA member position is full-time and will support the strategic plan activities of the Regional Housing Partnership.

The TJPDC was awarded a \$250,000 VERP 3.0 implementation grant. Staff will continue to work with Piedmont Housing Alliance's Housing Hub and Financial Opportunity Center to support ongoing case management, financial assistance and mediation services, as well as work with PHA staff to develop and implement a new court navigation program.

Staff is pleased to share that there were four SmartScale projects recommended for funding within the planning district to include: Nelson County – Route 151/Route 6 Intersection Improvements, Albemarle County – Access Management on Peter Jefferson Parkway, City of Charlottesville/Albemarle County – Avon Street Multimodal improvements, and Albemarle County – Belvidere and Rio Intersection improvements. The CA-MPO submitted the Avon Street application, the TJPDC submitted the Peter Jefferson Parkway application, and TJPDC staff supported the Route 151/Route 6 application.

Staff applied for 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.

Staff is awaiting notification from the US Department of Transportation on the Safe Streets and Roads for All (SS4A) grant to develop a comprehensive safety action plan for each jurisdiction in Planning District 10.

After previous approval by the Virginia Department of Emergency Management (VDEM), TJPDC staff has worked with the Federal Management Agency (FEMA) to attain Approved-Pending-Adoption (A-P-A) status on the 2023 Hazard Mitigation Plan Update. Staff are working with localities to schedule formal adoption at each governing board, with the first expected in February.

Staff is beginning the USDA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) which will take place over the course of 2023. The Rivanna River Basin Commission (RRBC) Stakeholder Advisory group will be hosting the STEW-Map kickoff meeting for stakeholders in February.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – March 2, 2023

- i. FY23 Amended Budget – For consideration/approval
- ii. FY24 Rural Transportation Work Program & Budget – Presentation/Draft
- iii. DHCD/CDBG Regional Priorities – For consideration/approval
- iv. Blue Ridge Cigarette Tax Board (BRCTB) Update
- v. Executive Director Evaluation Process Begins

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Rachel Jones, the Commission unanimously voted to adjourn the February 2, 2023, Commission meeting at 8:38 pm.

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