

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

Minutes, March 2, 2023

| 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                           | x         |        |
| Liz Russell                    | x         |        | Ruth Emerick, Chief Operating Officer                   | x         |        |
| <b>Albemarle County</b>        |           |        | Sandy Shackelford, Planning and Transportation Director | x         |        |
| Ned Gallaway, Chair            | x         |        |                                                         |           |        |
| Jim Andrews                    | x         |        |                                                         |           |        |
| <b>Fluvanna County</b>         |           |        |                                                         |           |        |
| Tony O'Brien, Vice Chair       | x         |        |                                                         |           |        |
| Keith Smith, Treasurer         |           |        |                                                         |           |        |
| <b>Greene County</b>           |           |        |                                                         |           |        |
| Dale Herring                   |           |        |                                                         |           |        |
| Andrea Wilkinson               |           |        |                                                         |           |        |
| <b>Louisa County</b>           |           |        |                                                         |           |        |
| Rachel Jones                   | x         |        | <b>GUESTS/PUBLIC PRESENT</b>                            |           |        |
| Tommy Barlow                   | x         |        | Don Reed                                                | x         |        |
| <b>Nelson County</b>           |           |        | Pat Reed                                                | x         |        |
| Jesse Rutherford               | x         |        | Sean Tubbs                                              |           | x      |
| Ernie Reed                     |           |        |                                                         |           |        |
|                                |           |        |                                                         |           |        |

**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 7:08 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

**b. Vote to Allow Electronic Participation:** Not needed.



**c. Vote to Amend Agenda:**

The Commissioners considered amending the meeting agenda to include items 5c (Accounting and Advisory Services), 5d (Central Virginia Regional Housing Partnership Appointment), and 6a (FY23 Amended Budget Resolution) as recommended by staff.

**Motion/Action:** On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously voted to amend the agenda for the March 2, 2023 Commission meeting to include items 5c (Accounting and Advisory Services), 5d (Central Virginia Regional Housing Partnership Appointment), and 6a (FY23 Amended Budget Resolution).

**2. MATTERS FROM THE PUBLIC:**

**a. Comments by the Public:** None.

**b. Comments provided via email, online, web site, etc.:** None.

**3. PRESENTATIONS:**

**a. Resolution of Appreciation for Donald L. Reed**

Chair Ned Gallaway and Executive Director Christine Jacobs honored Don Reed for his work at the TJPDC as Finance Director with a plaque and resolution of appreciation for his nearly 17 years of service.

**Motion/Action:** On a motion by Ned Gallaway, seconded by Jim Andrews, the Commission unanimously approved the Resolution of Appreciation for Donald L. Reed.

**b. FY24 Draft Rural Transportation Work Program & Budget**

Sandy Shackelford, Planning and Transportation Director, gave an update on the draft Rural Transportation Work Program and budget for fiscal year 2024. The Commission will be asked to consider approving the work program and budget at the April meeting.

**c. Blue Ridge Cigarette Tax Board Update**

David Blount, Deputy Director, and Ruth Emerick, Chief Operating Officer, updated the Commission on the administration of the Blue Ridge Cigarette Tax Board, including a summary of revenues, packs sold, administrative costs, and governance items of the Board.

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

##### **a. Minutes of February 2, 2023 Meeting**

Christine Jacobs reviewed the February 2, 2023 meeting minutes.

**Motion/Action:** On a motion by Jim Andrews, seconded by Liz Russell, the Commission unanimously approved the consent agenda as presented, with abstentions by Rachel Jones, Tommy Barlow, Tony O'Brien, and Jesse Rutherford.

#### **5. NEW BUSINESS:**

##### **a. FY23 Amended Annual Operating Budget**

Christine Jacobs presented an amended operating budget for FY23 that more accurately reflects revenues and expenses for the year.

##### **b. Executive Director Evaluation Process**

Ned Gallaway and Jesse Rutherford will develop an evaluation form for evaluating the Executive Director for FY23.

##### **c. Accounting and Advisory Services**

Christine Jacobs gave an overview of the emergency procurement of Hantzmon Wiebel LLP for accounting and advisory services in the absence of finance staff.

**Motion/Action:** On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously voted to allow Christine Jacobs to move forward with contracting Hantzmon Wiebel LLP for accounting and advisory services.

##### **d. Central Virginia Regional Housing Partnership Appointment**

Christine Jacobs recommended that Mr. William Park serve as the TJPDC-appointed Developer Representative on the Regional Housing Partnership.

**Motion/Action:** On a motion by Tony O'Brien, seconded by Jesse Rutherford, the Commission unanimously voted to appoint Mr. William Park to the Regional Housing Partnership as the Developer Representative.

#### **6. RESOLUTIONS:**

**a. FY23 Amended Budget Resolution**

**Motion/Action:** On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously approved the FY23 Amended Budget resolution.

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

**Monthly Report:**

Project milestones for VATI were shared, including the completion of over 380 miles of field data collection, over 1,500 miles of fiber design, over 300 miles of make ready work, over 90 miles of aerial fiber placement, and over 79 miles of underground fiber placement. Grant award announcements for VATI FY23 from DHCD remain delayed.

The RHP's 2<sup>nd</sup> Annual Summit, Coming Back Home, will be held March 24<sup>th</sup> at the Omni Charlottesville. The keynote speaker will be Jay Grant, Executive Director of LISC, Hampton Roads.

Staff submitted a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the preliminary engineering phase of the Rivanna River Bicycle and Pedestrian Bridge.

TJPDC was awarded a US Department of Transportation Safe Streets and Roads for All (SS4A) grant to develop a comprehensive safety action plan for each jurisdiction in Planning District 10. A SS4A grant kick-off meeting is scheduled with USDOT for March 1, 2023.

Staff developed the required Strategy Committee for the Comprehensive Economic Development Strategy (CEDS) grant, consisting of economic development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders. The kickoff meeting was held February 13th.

The 2023 Hazard Mitigation Plan update has officially been adopted. An official letter from FEMA is forthcoming. Staff are working with localities in the region to schedule formal adoption at each governing board, the first of which occurred at the Fluvanna Board of Supervisor's February 1, 2023 meeting. February is the new adoption date for the 2023 update.

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 held 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 – April 6, 2023**

- i. Regional Transit Study Update
- ii. CA-MPO Unified Planning Work Program Update
- iii. FY24 Operating Budget Draft/Budget Memo
- iv. DHCD/CDBG Regional Priorities – For consideration/approval
- v. Appointment of Nominating Committee for Officers
- vi. FY24 Rural Transportation Work Program & Budget – For approval
- vii. Executive Director Evaluation (Closed Session)

**ADJOURNMENT:**

**Motion/Action:** On a motion by Tommy Barlow, seconded by Tony O’Brien, the Commission unanimously voted to adjourn the March 2, 2023, Commission meeting at 8:28 pm.

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