

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, May 4, 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	x	
Liz Russell	x		Ruth Emerick, Chief Operating Officer	x	
Albemarle County			Sandy Shackelford, Planning and Transportation Director	x	
Ned Gallaway, Chair	x		Laura Greene, Director of Finance	x	
Jim Andrews	x		Laurie Jean Talun, Regional Housing Grants Manager	x	
Fluvanna County					
Tony O'Brien, Vice Chair	x				
Keith Smith, Treasurer		x			
Greene County					
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones	x		GUESTS/PUBLIC PRESENT		
Tommy Barlow	x				
Nelson County					
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 6:47 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

2. 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 David Blount, 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 any visitors were re-admitted into the TJPDC Commission Zoom meeting.

3. REGULAR MEETING:

a. Vote to Allow Electronic Participation:

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

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously allowed Keith Smith to participate remotely at the May 4, 2023, meeting.

4. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

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

c. Presentation: Draft 2023-2027 HOME-CDBG Five-Year Consolidated Plan and Annual Action Plan

Regional Housing Grants Manager Laurie Jean Talun shared the timeline and activities for updating the Thomas Jefferson HOME Consortium's Five-Year Consolidated Plan and Annual Action Plan and provided an overview of accomplishments over the previous five years.

d. Public Hearing: Chair Ned Galloway opened the public hearing for the Draft 2023-2027 HOME-CDBG Five-Year Consolidated Plan and Annual Action 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.

5. PRESENTATIONS:

a. Staff Introductions

Executive Director Christine Jacobs introduced Laura Greene, Director of Finance.

b. Legislative Report

David Blount, Deputy Director, provided a brief review of the 2023 General Assembly session. He noted there is considerable discussion on housing taking place and that redistricting will have a significant impact on the legislative makeup of the next General Assembly with the retirement of many long-time legislators.

6. CONSENT AGENDA: Action Items

a. Minutes of April 6, 2023 Meeting

b. April 6, 2023 Closed Session Certificate Form

c. February Financial Reports

Christine Jacobs reviewed the April 6, 2023 meeting minutes, closed session certificate, and February Financial Reports.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously approved the consent agenda as presented.

7. NEW BUSINESS:

a. TJPDC Officer Slate Notice – TJPDC Nominating Committee

The Nominating Committee for FY24 Commission officers, which was selected at the last meeting, consisted of Dale Herring, Tony O'Brien, and Jesse Rutherford. Tony O'Brien removed himself from the Nominating Committee. The slate of officers presented by the Nominating Committee is as follows:

Chair – Ned Gallaway

Vice Chair – Tony O'Brien

Treasurer – Keith Smith

Secretary – Christine Jacobs

There were no candidates nominated from the floor. This slate of officers will be considered for approval by the Commission at the next meeting.

b. TJPDC Corporation Appointments

The TJPDC Corporation largely serves as the fiscal agent for area non-profits who align closely with the purpose of the TJPDC. Appointments by the Commission to the TJPDC Corporation board need to be made annually, even if reappointing those currently serving. Ruth Emerick, Chief Operating Officer, shared that there are currently no vacancies that need to be filled by Commission appointment, but the Commission may appoint a replacement should the need arise. Officers to the board will be elected in the TJPDC Corporation's annual meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously approved a motion to re-appoint the existing six members to the TJPDC Corporation, each being a representative from one of the six member jurisdictions.

c. DHCD Community Development Block Grant (CDBG)

Christine Jacobs shared that the Virginia Department of Housing and Community Development (DHCD), which administers a pool of federal Community Development Block Grant (CDBG) program funds, has asked for planning district commissions to identify regional priorities for anticipated CDBG funding applications to the competitive Community Improvement Grant program. TJPDC staff asked local governments and area housing agencies for notice of anticipated CDBG applications. Albemarle County and Louisa County indicated that they may have potential applications for 2023.

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved a motion to approve the 2023 CDBG Regional Priorities, as presented.

d. Federal Highway Administration (FHWA) Contract – Safe Streets and Roads for All (SS4A)

Sandy Shackelford gave an overview of the \$857,600 contract requiring a 20% local match in the amount of \$214,400. Due to the size of the program, the Commission will need to authorize the execution of a grant agreement with the U.S. Department of Transportation for a Safe Streets and Roads for All Discretionary Grant.

e. FY23 Amended Operating Budget

The FY23 Amended Operating Budget was approved by the Commission on March 2, 2023. Since then, the VATI program has had a significant change in the anticipated pass-through amount, along with some smaller budget amendments, necessitating an amendment to the budget approved in March. The difference for the anticipated VATI pass-through will be applied equally to the FY24 and FY25 budgets.

f. FY24 Operating Budget and Memo

Christine Jacobs presented the FY24 Operating Budget to the Commission. There were several changes that occurred since the draft FY24 budget was presented in April:

- An increase in the Virginia Telecommunication Initiative (VATI) pass-through;
- A 7% salary increase for all TJPDC staff;
- A reduction in salary/fringe related to hiring the Director of Finance at 25 hours/week rather than full time;
- An increase in federal revenue related to federal funds offered by the Department of Rail and Public Transportation to cover a significant portion of the required match for RideShare strategic planning; and
- An increase in per capita funding allocated to the TJPDC's new Mobility Management program to make up for a gap in funding as recommended in the draft Six-Year Improvement Program before the Commonwealth Transportation Board.

The FY24 Operating Budget includes revenues of \$54,926,035 and expenses of \$54,926,035 with an anticipated need for \$9,075 in a reserve transfer to balance the budget.

8. RESOLUTIONS:

a. 2023-2027 HOME-CDBG Consolidated Plan Resolution

Motion/Action: On a motion by Ernie Reed, seconded by Jim Andrews, the Commission unanimously approved the resolution adopting the 2023-27 HOME-CDBG Consolidated Plan.

b. SS4A Resolution

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously approved the resolution authorizing the execution of a grant agreement with the US DOT for a Safe Streets and Roads for All (SS4A) discretionary grant.

c. FY23 Amended Operating Budget Resolution

Motion/Action: On a motion by Jim Andrews, seconded by Jesse Rutherford, the Commission unanimously approved the resolution approving the FY23 Amended Annual Operating Budget and with an amendment, based on the Commission's closed session, to include a one-time bonus of \$5,000 for the Executive Director.

d. FY24 Operating Budget Resolution

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the resolution approving the FY24 Annual Operating Budget and Work Plan as presented.

9. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Project milestones for VATI were shared, including the completion of nearly 340 miles of field data collection, over 1,600 miles of fiber design, over 430 miles of make ready work, over 130 miles of aerial fiber placement, over 130 miles of underground fiber placement, over 90 miles of splicing, and 957 passings. Staff observed work in the field in Amherst County in April.

Staff submitted a VA Housing Tier II grant for implementation of the Regional Housing Partnership's newly adopted strategic plan. Staff are also working to recruit an AmeriCorps VISTA to support the RHP's strategic plan implementation.

The draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of \$119,370 (TJPDC applied for \$ 129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget. Additionally, the SYIP recommends funding to complete a five-year strategic plan for the RideShare program. The Department of Rail and Public Transportation informed staff that they have unallocated federal funding that they are willing to contribute toward the required match, reducing the local match from \$35,000 to \$2,800.

Staff are meeting with all six member jurisdictions to get feedback on the required scope of work for the SS4A program. Once completed, staff will issue a Request for Proposals through a sealed competitive negotiation process. Simultaneously, staff is working to complete contracting with the U.S. Department of Transportation. Once executed, staff can proceed with awarding a contract to a qualified consultant to begin the work.

The CA-MPO continues to work on the Long-Range Transportation Plan (LRTP). A draft survey has been developed for the MPO committees to review in their May meetings, with public engagement to be conducted over the summer. The Policy Board will be approving the FFY24 Unified Planning Work Program (UPWP) and adopting the FY24-27 Transportation Improvement Program at its meeting on May 24.

Staff attended a meeting with Nelson County to discuss the transportation chapter of their Comprehensive Plan. Additionally, Nelson staff asked for TJPDC staff support with a potential Transportation Alternative Program (TAP) grant, pending Nelson Board of Supervisors support.

The Stewardship Mapping and Assessment Project (STEW-Map) survey is now public. Environmental stewards from across the region have been contacted to complete the survey, which will remain open until September 20, 2023.

The Annual Recycling Rate was submitted to DEQ for 2022. The submitted regional recycling rate is 34.3% for the region.

10. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Items for Next Meeting – June 1, 2023**
 - i. Election of TJPDC Officers
 - ii. Housing Preservation Grant Pre-Application and Inter-Governmental Review

ADJOURNMENT:

Motion/Action: On a motion by Tony O’Brien, seconded by Jim Andrews, the Commission unanimously voted to adjourn the June 1, 2023, Commission meeting at 8:52 pm.

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