

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 7, 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	
Lyle Solla-Yates	x		Ruth Emerick, Chief Operating Officer	x	
Albemarle County			Laura Greene, Director of Finance	x	
Ned Gallaway, Chair	x		Laurie Jean Talun, Regional Housing Grants Manager	x	
Jim Andrews	x		Lori Allshouse, VATI Program Director	x	
Fluvanna County			Gorjan Gjorgjievski, VATI Administrative Assistant	x	
Tony O'Brien, Vice Chair	x		Davy Sell, AmeriCorps Housing VISTA	x	
Keith Smith, Treasurer					
Greene County					
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones			GUESTS/PUBLIC PRESENT		
Tommy Barlow			Sean Tubbs		x
Nelson County					
Jesse Rutherford					
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: Not needed.

c. Welcome to TJPDC Commission: Charlottesville Planning Commissioner Lyle Solla-Yates has been appointed to the TJPDC Commission.



- d. **Welcome to TJPDC:** Davy Sell, AmeriCorps VISTA member, is serving with the TJPDC this year to support implementation efforts for the Central Virginia Regional Housing Partnership's Strategic Plan.

2. MATTERS FROM THE PUBLIC:

- a. **Comments by the Public:** None.
- b. **Comments provided via email, online, web site, etc.:** None.
- c. **Presentation:** Program Year 2022 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER) Draft

Laurie Jean Talun, Regional Housing Grants Manager, gave an overview of HOME-funded activities and the population served during Program Year 2022. The public comment period for the draft CAPER was August 15-30, 2023.

- d. **Public Hearing:** Draft Program Year 2022 HOME-CDBG CAPER

Chair Gallaway opened the public hearing at 7:07 pm. There were no comments from the public. The public hearing was closed.

3. PRESENTATION, PUBLIC HEARING, DISCUSSION:

a. Staff Transition

Executive Director Christine Jacobs noted that Ian Baxter, Regional Housing Planner, has moved to a position with another organization.

b. Blue Ridge Cigarette Tax Board (BRCTB) Update

David Blount, Deputy Director, shared an update of BRCTB activities, including a year-over-year comparison of packs sold and revenue allocation by participating jurisdiction for fiscal year 2023. The distributor registration/permitting process is anticipated to be tightened starting in January 2024.

c. Virginia Telecommunication Initiative (VATI) Update

Gorjan Gjorgjievski, VATI Administrative Assistant, provided an overview of VATI project and financial management to date, including multiple site visits to observe fiber construction throughout the project region.

4. CONSENT AGENDA: Action Items

a. Minutes of June 1, 2023 Meeting

b. Minutes of June 22, 2023 Special Meeting

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the June 1, 2023 and June 22, 2023 meeting minutes as presented, with one abstention by Lyle Solla-Yates.

c. Executive Director Annual Contract

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved the Executive Director Annual Contract for September 2023-2024 as presented.

5. NEW BUSINESS:

a. May, June, and July Financial Reports

Christine Jacobs shared that the TJPDC ended fiscal year 2023 with a significant net gain. There was an expected net loss in June due to staff taking leave, end-of-year bonuses, and the financial clean-up of previous financial records. July was a strong month with a net gain as well.

Motion/Action: On a motion by Tony O'Brien, seconded by Dale Herring, the Commission unanimously accepted the monthly financial reports as presented.

b. Bike Route 76

A previously stalled request to VDOT to re-route US Bike Route 76 based on a 2015 TJPDC study is moving forward with additional proposed safety enhancements.

c. Southeast Crescent Regional Commission

The Southeast Crescent Regional Commission (SCRC) was established as a federal-state partnership to build sustainable communities and promote economic growth in parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia, and all of Florida. If the TJPDC elects to participate, it will receive approximately \$23,000 in federal fiscal year 2023 to build our capacity to support the SCRC's initiatives. The primary goal will be to assist in identifying, assessing, and facilitating projects and programs to promote economic development as well as to provide technical assistance, application support and review, and other services to entities applying for SCRC grant funding.

d. Virginia Telecommunication Initiative (VATI) 2024 Unsolicited Proposal

The TJPDC has received an unsolicited proposal from an Internet Service Provider to expand broadband into areas not covered by the current 2022 VATI project. The Commission was asked to consider if they wanted to accept the unsolicited proposal for publication and consideration for applying for Fiscal Year 2024 VATI funds.

e. Draft FY24-28 Agency Strategic Plan/Presentation

Christine Jacobs noted that the draft Strategic Plan incorporates feedback received at the Commission's Strategic Plan Work Session in June and an off-site Staff Retreat in July. Findings will be shared with stakeholders in September. Any final comments are requested to be shared prior to the October meeting, when the Commission will be asked to consider the Strategic Plan for adoption.

f. Draft FY25 Projected Operating Budget

The Draft Fiscal Year 2025 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. The Commission will consider the budget for adoption at the October meeting. The budget will likely have significant changes as additional grants and programs are identified. A revised budget will come before the Commission in April/May for final adoption.

6. RESOLUTIONS:

a. Resolution Adopting the 2022 HOME-CDBG CAPER

Motion/Action: On a motion by Lyle Solla-Yates, seconded by Tony O'Brien, the Commission unanimously approved the resolution to adopt the 2022 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER).

b. Resolution of Support to Re-Route US Bike Route 76 from US-15 to Historic Palmyra

Motion/Action: On a motion by Tony O'Brien, seconded by Michael Payne, the Commission unanimously approved the resolution of support to re-route US Bike Route 76 from US-15 to historic Palmyra.

c. Resolution for Authorization to Apply for and Administer the Southeast Crescent Regional Commission Local Development District Capacity Building Grant

Motion/Action: On a motion by Ernie Reed, seconded by Tony O'Brien, the Commission unanimously approved the resolution to authorize staff to apply for and administer the Southeast Crescent Regional Commission's Local Development District Capacity Building Grant.

d. Resolution Accepting an Unsolicited Proposal for Extending Broadband Access in Several Counties

Motion/Action: On a motion by Dale Herring, seconded by Michael Payne, the Commission unanimously approved the resolution accepting an unsolicited proposal for extending broadband access in several counties.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Project milestones for VATI were shared, including the completion of 387 miles of field data collection, 1,610 miles of fiber design, 798 miles of make ready work, one communication hut set, 306 miles of aerial fiber placement, 224 miles of underground fiber placement, 216 miles of splicing, and 3,450 passings. Staff conducted site visits to Fluvanna, Greene, and Nelson during the summer months. Quarterly Stakeholder meetings were held in June and August to receive updates from the project's utility partners.

HOME funds were used to purchase property in the Fork Union area of Fluvanna County. At least four HOME and HOME-ARP funded units will be built to provide rental housing to elderly individuals who are at risk of homelessness. In the coming years, Fluvanna/Louisa Housing Foundation will construct up to 25 rental units, of which a portion will be HOME and HOME-RP funded, with a focus on providing rental housing to elderly individuals and those who are at risk of homelessness. Additionally, Skyline CAP purchased two units with HOME funding in order to provide additional affordable rental housing in Greene County.

The Safe Streets and Roads for All (SS4A) project is kicking off in September. A multi-jurisdictional selection committee chose the consultant in August and contracting is under way.

The MPO largely completed the first phase of public engagement on the Long Range Transportation Plan in August. There are two more community advisory committee meetings that will receive presentations in September. A joint meeting between the Charlottesville-Albemarle MPO and the Staunton-Augusta-Waynesboro MPO Policy Boards is scheduled for September 27th in Waynesboro.

In July, the Rural Transportation Technical Advisory Committee received a presentation on best practices for public engagement by consultant EPR. Staff are supporting Nelson County in preparing and submitting two Transportation Alternatives Program grant applications.

A Mobility Management grant from DRPT was awarded to the TJPDC to start a regional mobility management program. Following a procurement process, a Memorandum of Understanding with the Jefferson Area Board for Aging (JABA) was signed to provide call center services. TJPDC and JABA staff are currently working to set up the program, with an anticipated launch of support services in January 2024.

The Regional Transit Governance Study is currently in Phase III, which will analyze potential revenue sources to fund additional transit service as identified in the Regional Transit Vision Plan. Phase IV of the study will engage each jurisdiction to develop potential governance structures (and associated revenue scenarios). Staff are working with local jurisdictions to begin outlining next steps to support greater regional transit coordination. The study is expected to be completed in December 2024.

The Stewardship Mapping and Assessment Project Survey is one month from closing. The survey has been taken by nearly 50 environmental stewardship groups in the region so far. Staff will begin the data cleaning and visualization phase in September and expect to have publicly accessible products for exploring the data by December.

The RRBC's Eighth Annual Conference will be held September 28, 2023 at the Albemarle County Office Building. After the conference, the RRBC is partnering with RCA and TJSWCD to host a free community workshop on volunteer community science opportunities. RCA will provide an overview of the following volunteer opportunities: biological, bacteria, and salt monitoring, and TJSWCD will describe FrogWatch, a new program beginning in 2024 in partnership with RCA.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – October 5, 2023

- i. FY25 Projected Budget for Consideration/Approval
- ii. FY24-28 Agency Strategic Plan for Consideration/Approval
- iii. Annual DHCD Funding Agreement
- iv. Watershed Improvement Program (WIP) Update
- v. Public Private Education Act Public Hearing – VATI 2024 Unsolicited Proposal

ADJOURNMENT:

Motion/Action: On a motion by Tony O'Brien, seconded by Jim Andrews, the Commission unanimously voted to adjourn the September 7, 2023, Commission meeting at 8:53 pm.

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