

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, November 2, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway, Chair	x		David Blount, Deputy Director	x	
Jim Andrews	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Director of Finance		
Tony O'Brien, Vice Chair	x		Curtis Scarpignato, Regional Transportation Planner	x	
Keith Smith, Treasurer			Isabella O'Brien, Regional Environmental Planner	x	
Greene County					
Dale Herring					
Andrea Wilkinson	x				
Louisa County					
Tommy Barlow	x				
Rachel Jones	x				
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford			David Foley, Robinson, Famer, and Cox Associates	x	
City of Charlottesville					
Philip d'Oronzio	x				
Michael Payne	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. Agenda Amendment: Chair Gallaway added item 5d, Greene County BRIC Grant Letter of Support, to the agenda.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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2. MATTERS FROM THE PUBLIC:

d. Comments by the Public: None.

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

3. PRESENTATIONS:

a. TJPDC FY23 Financial Audit

David Foley, CPA with Robinson, Farmer, and Cox Associates reviewed the FY23 Annual Financial Report and Audit with the Commission. Mr. Foley explained that the audit includes a review of the financial statements, internal controls that the Commission has over its accounting, and federal compliance. Robinson, Fox, and Cox Associates determined the audit was clean in all areas with no material findings. Chair Gallaway noted that the Executive/Finance Committee had recommended approval of the audit.

Motion/Action: On a motion by Tony O'Brien, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY23 Annual Financial Audit as presented.

4. CONSENT AGENDA: Action Items

b. Minutes of October 5, 2023, Meeting

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Payne, the Commission unanimously approved the October 5, 2023, meeting minutes as presented.

5. NEW BUSINESS:

a. September and Quarter One Financial Reports

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

b. Virginia Department of Health – Direct to Partner Initiative (D2PI) for the Septic Well Assistance Program (SWAP)

Isabella O'Brien shared that the Virginia Department of Health (VDH) would like to partner with PDCs to ensure completion of several septic and well projects that were funded under the Septic Well

Assistance Program. VDH has had difficulty getting local contractors to bid on approved projects and is asking various PDCs to help with local implementation through their Direct to Partner Initiative (D2PI).

Motion/Action: On a motion by Michael Payne, seconded by Jim Andrews, the Commission unanimously authorized the Executive Director to pursue the D2PI agreement through the Virginia Department of Health and take any actions necessary to execute an agreement and administer the program.

c. Town of Mineral Comprehensive Plan Support

Curtis Scarpignato gave an overview of the request from the Town of Mineral for support with facilitating and preparing an update to its Comprehensive Plan. Staff prepared a scope of work, a draft budget, and a draft Memorandum of Agreement to present to the Mineral Planning Commission.

Motion/Action: On a motion by Tommy Barlow, seconded by Phil d’Oronzio, the Commission unanimously authorized the Executive Director to enter into an agreement with the Town of Mineral and to take all actions necessary to negotiate, contract, and administer the project.

d. Greene County BRIC Grant Letter of Support

Christine Jacobs shared that Greene County has requested a letter of support for its BRIC grant application.

Motion/Action: On a motion by Andrea Wilkinson, seconded by Jim Andrews, the Commission unanimously approved providing a letter of support for Greene County’s BRIC grant application.

6. OLD BUSINESS:

a. Resolution of Support for Additional State Funding for Planning District Commissions

David Blount gave an update on the VAPDC request for additional state funding for PDCs to be included in the FY25/26 budget that will be introduced to the General Assembly’s money committees in December.

Motion/Action: On a motion by Ernie Reed, seconded by Michael Payne, the Commission unanimously approved the Resolution of Support for Additional State Funding for Planning District Commissions.

7. EXECUTIVE DIRECTOR’S REPORT:

Monthly Report:

With Southeast Crescent Regional Commission (SCRC) administrative funding, two staff members attended the Virginia Institute of Economic Development's two-day training on the Fundamentals of Economic Development for local and regional entities.

Project milestones for VATI were shared, including the completion of 910 miles of make ready construction, two communication huts set, 606 miles of aerial fiber placement, 246 miles of underground fiber placement, 381 miles of splicing, and 4,584 passings. Staff conducted a site visit to the Coveseville area of Albemarle County last month to observe connection of fiber broadband over a railroad track.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – December 7, 2023

- i. 2024 Calendar of Meetings for Approval
- ii. Transit Governance Study Update/Draft Final Report
- iii. Watershed Improvement Program (WIP) Update
- iv. CEDS Business Survey and Resilience Toolkit

9. ADJOURNMENT:

Motion/Action: On a motion by Jim Andrews, seconded by Phil d'Oronzio, the Commission unanimously voted to adjourn the November 2, 2023, Commission meeting at 8:10 pm.

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