

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 4, 2024

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	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Director of Finance	x	
Tony O'Brien, Vice Chair	x		Sara Pennington, TDM Program Manager	x	
Keith Smith, Treasurer			Mark Flynn, Attorney		x
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow					
Manning Woodward	x				
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne					

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. Commissioners Mike Pruitt and Tony O'Brien arrived during item 5d, FY25 Draft Annual Operating Budget, and thus were not present for the prior actions taken.

Chair Gallaway amended the agenda to add a Closed Session between items 7 and 8 (Old Business and Executive Director's Report).

b. Vote to Allow Electronic Participation: Not needed.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

2. MATTERS FROM THE PUBLIC:

- a. Comments by the Public:** None.
- b. Comments provided via email, online, web site, etc.:** None.

3. PRESENTATIONS:

a. RideShare CAP Strategic Plan Update

Sara Pennington, TMD Program Manager, provided an overview of the required CAP Strategic Planning process. The final report will focus on target markets/customers and the operations of the CAP program.

b. FY25 CA-MPO Unified Planning Work Program (UPWP) and Presentation

Christine Jacobs, Executive Director, presented an overview of the CA-MPO draft work plan and budget. A draft of the UPWP has been reviewed by the CA-MPO Policy Board, Technical Committee, and Citizen's Advisory Committee. Following the Commission's review, the plan will go before the MPO Policy Board in their April meeting for consideration/approval.

c. Blue Ridge Cigarette Tax Board Update

David Blount, Deputy Director, shared a 6-month update on the administration of the Blue Ridge Cigarette Tax Board. Updates included the ability for distributors to remit taxes by ACH, some internal policy changes, and preparation to seize noncompliant products if necessary.

4. CONSENT AGENDA: Action Items

a. Minutes of March 7, 2024 Meeting

Motion/Action: On a motion by Phil d'Oronzio, seconded by Ernie Reed, the Commission unanimously approved the March 7, 2024 Commission meeting minutes as presented.

b. February Financial Reports

Christine Jacobs gave an overview of the financial reports for February.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously accepted the financial reports as presented.

c. FY25 Rural Transportation Work Program and Budget, Resolution

Motion/Action: On a motion by Phil d’Oronzio, seconded by Manning Woodward, the Commission unanimously adopted the resolution approving the FY25 Rural Transportation Planning Work Program.

5. NEW BUSINESS:

a. Appointment of Nominating Committee for TJPDC Officers

Ned Gallaway gave a summary of the process for nominating officers for the TJPDC and asked for volunteers to serve on the nominating committee. A slate of recommended officers is to be presented to the Commission at their May meeting. Jesse Rutherford, Tim Goolsby, and Michael Payne agreed to serve on the nominating committee.

b. GO Virginia Region 9 Council Appointment

Christine Jacobs shared that there are two TJPDC appointed Region 9 Council members whose terms are expiring on June 30 and whom both have met their term limit, having served two consecutive 3-year terms. The TJPDC needs to appoint a Chief Administrative Officer and an Elected Official to serve.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously appointed Cathy Schafrik, Greene County Administrator, and Ned Gallaway, Albemarle County Board Supervisor, to the GO Virginia Region 9 Council as the TJPDC’s Chief Administrative Officer and Elected Official representatives, respectively.

c. Move Safely Blue Ridge Comprehensive Safety Action Plan Commitment to Supporting Roadway Safety Goals

Christine Jacobs shared that a required component of the Safe Streets and Roads for All grant is a leadership commitment to reduce serious crashes and fatalities on roadways within the district. Each member government adopted a resolution committing to safety goals in their respective jurisdictions earlier this year. The TJPDC is requested to commit to supporting its member jurisdictions in attaining the goals adopted by the members’ governing boards.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously adopted a resolution of commitment to support roadway safety goals adopted by its member jurisdictions’ governing boards.

d. FY25 Draft Annual Operating Budget

Christine Jacobs gave an overview of the draft FY25 Operating Budget. The budget is balanced, with projected revenues of \$42,564,907 and projected expenditures of \$42,564,907. A final draft of the budget will come before the commission in May for consideration/adoption.

6. OLD BUSINESS:

a. Executive Director Evaluation Process Next Steps

Ned Gallaway gave an overview of how the Executive Director evaluations have been conducted in the past and what was being implemented in this iteration. This year will use an evaluation tool adapted from the International City/County Management Association (ICMA). The evaluation tool will be distributed to each Commissioner and is to be returned to Mr. Gallaway by email no later than April 25th. The Executive Director will also complete a self-evaluation using the same tool. Additionally, the Executive Director asked staff to complete an evaluation of the Executive Director using a tool that covers items related to internal management, leadership, and relationship with staff.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Christine Jacobs shared that staff who are taking on significant additional duties due to staff vacancies will be compensated, with consideration for the complexity of those duties and period over which they were performed.

The TJPDC announced the release of its Comprehensive Economic Development Strategy (CEDS) Plan for public review and comment. The final plan will come before the Commission in their May meeting for consideration for approval/adoption.

TJPDC staff conducted a field visit to the Pratts area of Madison County to observe completed mainline fiber and site preparation for a new communications hut for the VATI broadband project.

8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)7 and 2.2-3711(A)8

- a. TJPDC Consultation with Legal Counsel Pertaining to Actual or Probably Litigation:** Using the attached closed session form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session per *Code of Virginia* § 2.2-3711(A)7 and 2.2-3711(A)8. 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 visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. OTHER BUSINESS:

- a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. **Items for Next Meeting – May 2, 2024**
 - i. FY25 Operating Budget Resolution
 - ii. TJPDC Officer Slate Notice from Nominating Committee
 - iii. Third Quarter Financial Report
 - iv. Comprehensive Economic Development Strategy (CEDS) Plan for Consideration/Approval
 - v. Executive Director Evaluation (Closed Session)

10. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted to adjourn the April 4, 2024, Commission meeting at 9:01 pm.

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