

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

Minutes, May 2, 2024

| COMMISSIONERS PRESENT          | IN PERSON | REMOTE | STAFF PRESENT                         | IN PERSON | REMOTE |
|--------------------------------|-----------|--------|---------------------------------------|-----------|--------|
| <b>Albemarle County</b>        |           |        | Christine Jacobs, Executive Director  | x         |        |
| Ned Gallaway, Chair            | x         |        | David Blount, Deputy Director         | x         |        |
| Mike Pruitt                    | x         |        | Ruth Emerick, Chief Operating Officer | x         |        |
| <b>Fluvanna County</b>         |           |        |                                       |           |        |
| Tony O'Brien, Vice Chair       |           | x      |                                       |           |        |
| Keith Smith, Treasurer         |           |        |                                       |           |        |
| <b>Greene County</b>           |           |        |                                       |           |        |
| Tim Goolsby                    | x         |        |                                       |           |        |
| James Higgins                  | x         |        |                                       |           |        |
| <b>Louisa County</b>           |           |        |                                       |           |        |
| Tommy Barlow                   | x         |        |                                       |           |        |
| Manning Woodward               | x         |        |                                       |           |        |
| <b>Nelson County</b>           |           |        |                                       |           |        |
| Ernie Reed                     | x         |        | <b>GUESTS/PUBLIC PRESENT</b>          |           |        |
| Jesse Rutherford               | x         |        | Sean Tubbs                            |           | x      |
| <b>City of Charlottesville</b> |           |        | Natalie Oschrein                      |           | x      |
| Phil d'Oronzio                 | x         |        | Alexandra Tranmer, Camoin Associates  |           | x      |
| Michael Payne                  | x         |        | Dan Gundersen, Camoin Associates      |           | 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 7:01 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present. Commissioner Tony O'Brien arrived during item 4, Consent Agenda, and thus was not present for the prior actions taken.

**2. MATTERS FROM THE PUBLIC:**

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



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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

### **3. PRESENTATIONS:**

#### **a. TJPDC Comprehensive Economic Development Strategy Plan**

Ruth Emerick, Chief Operating Officer, introduced the Camoin team. Alexandra Tranmer and Dan Gundersen gave an overview of the CEDS process, including stakeholder and public input for the CEDS plan, and outlined next steps for adoption and implementation. The U.S. Economic Development Administration requires annual reporting on the strategies in the 5-year plan.

**Motion/Action:** On a motion by Mike Pruitt, seconded by Phil d’Oronzio, the Commission unanimously adopted the Comprehensive Economic Development Strategy Plan for the five-year period of 2024-2029.

#### **b. Legislative Update**

David Blount, Deputy Director, gave an update on state legislative activities that are relevant to the Commission and its member governments.

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

#### **a. Minutes of April 4, 2024 Meeting**

**Motion/Action:** On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously approved the April 4, 2024 Commission meeting minutes, as presented.

#### **b. Minutes of April 4, 2024 Closed Session**

**Motion/Action:** On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously approved the April 4, 2024 Commission Closed Session meeting minutes, as presented.

#### **c. March Financial Reports**

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

**Motion/Action:** On a motion by Mike Pruitt, seconded by Tim Goolsby, the Commission unanimously accepted the financial reports as presented.

**d. Vote to Allow Electronic Participation:**

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Tony O'Brien participated from Fluvanna County, VA for a personal reason.

**Motion/Action:** On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously allowed Tony O'Brien to participate remotely at the May 2, 2024 meeting.

**5. NEW BUSINESS:**

**a. TJPDC Officer Slate Notice from Nominating Committee**

The Nominating Committee for FY25 Commission Officers was selected at the April Commission meeting and consisted of Tim Goolsby, Jesse Rutherford, and Michael Payne. Jesse Rutherford shared that the Nominating Committee met in late April. Michael Payne recused himself from participating due to a potential nomination. The slate of officers presented by the Nominating Committee is as follows:

Chair – Tony O'Brien, Fluvanna County  
Vice Chair – Michael Payne, City of Charlottesville  
Treasurer – Keith Smith, Fluvanna County  
Secretary – Christine Jacobs (or designee)

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. 2024 Community Development Block Grant Regional Priorities**

Christine Jacobs shared that the Virginia Department of Housing and Community Development (DHCD) annually asks the planning district commissions to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program, which DHCD administers. Anticipated projects from the Louisa and Greene counties were included in the Regional Priority Worksheet.

**Motion/Action:** On a motion by Jese Rutherford, seconded by Mike Pruitt, the Commission unanimously approved the 2024 CDBG Regional Priorities, as presented.

## **6. OLD BUSINESS:**

### **a. FY25 TJPDC Operating Budget**

Christine Jacobs gave an overview of budget changes since the draft budget was presented in April. The FY25 Operating Budget includes revenues of \$42,677,053 and expenses of \$42,677,053.

**Motion/Action:** On a motion by Michael Payne, seconded by Mike Pruitt, the Commission unanimously approved the Fiscal Year 2025 Thomas Jefferson Planning District Commission Annual Operating Budget, as presented.

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

### **Monthly Report:**

Christine Jacobs shared that the two planner vacancies have been filled. Staff are continuing to recruit for the open Director of Planning and Transportation position.

## **8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)1**

- a. TJPDC Executive Director Annual Evaluation:** 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)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 visitors were re-admitted back into the TJPDC Commission Zoom meeting.

## **9. OTHER BUSINESS:**

- a. Roundtable Discussion by Jurisdiction:** The Roundtable was omitted due to time constraints.
- b. Items for Next Meeting – June 6, 2024**
  - i. HOME Annual Action Plan Public Hearing and Resolution
  - ii. Election of TJPDC Officers
  - iii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review

## **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 9:02 pm.

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