

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 6, 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		
Mike Pruitt	X		Ruth Emerick, Chief Operating Officer	X	
Fluvanna County			Laurie Jean Talun, Housing Grants Manager	X	
Tony O'Brien, Vice Chair	X		Sarah Simba, Regional Planner II	X	
Keith Smith, Treasurer					
Greene County					
Tim Goolsby	X				
James Higgins	X				
Louisa County					
Tommy Barlow	X				
Manning Woodward	X				
Nelson County					
Ernie Reed	X		GUESTS/PUBLIC PRESENT		
Jesse Rutherford			None		
City of Charlottesville					
Phil d'Oronzio	X				
Michael Payne	X				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) 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.



2. MATTERS FROM THE PUBLIC:

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

3. PRESENTATIONS:

a. HOME-CDBG Annual Action Plan Draft

Laurie Jean Talun, Regional Housing Grants Manager, gave an overview of the HOME-CDBG Annual Action Plan, including HUD requirements, population served, program goals, and planned activities.

b. Public Hearing for HOME-CDBG Annual Action Plan

Chair Ned Gallaway opened the public hearing for the Draft HOME-CDBG 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.

c. HOME-CDBG Annual Action Plan Resolution

Motion/Action: On a motion by Tony O'Brien, seconded by Phil d'Oronzio, the Commission unanimously approved the resolution adopting the 2024-25 HOME-CDBG Annual Action Plan.

4. CONSENT AGENDA: Action Items

a. Minutes of May 2, 2024 Meeting and Closed Session

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously approved the May 2, 2024 Commission meeting minutes and May 2, 2024 Commission Closed Session minutes, as presented.

b. April Financial Reports

Ruth Emerick, Chief Operating Officer, gave an overview of the financial reports for April.

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

5. NEW BUSINESS:

a. Smart Scale Resolution of Support Memo

Christine Jacobs gave an overview of Smart Scale applications and how they relate to the TJPDC's rural transportation program. All Smart Scale projects require a resolution of support from the appropriate governing body as a part of the final application. The resolution of support is for all projects within the TJPDC's rural boundaries, including those that each member jurisdiction is applying for individually, but excluding those submitted by the Charlottesville-Albemarle Metropolitan Planning Organization.

b. Smart Scale Resolution of Support for All Projects in the TJPDC Rural Areas

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously approved the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District Area, as presented.

6. OLD BUSINESS:

a. Election of TJPDC Officers for FY25

The slate of officers presented by the Nominating Committee at the May meeting is as follows:

Chair – Tony O'Brien, Fluvanna County
Vice Chair – Michael Payne, City of Charlottesville
Treasurer – Keith Smith, Fluvanna County
Secretary – Christine Jacobs, TJPDC staff

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously adopted a resolution to elect the following TJPDC officers for Fiscal Year 2025: Tony O'Brien, Chair (Fluvanna County); Michael Payne, Vice Chair (City of Charlottesville); Keith Smith, Treasurer (Fluvanna County); and Christine Jacobs, Secretary (TJPDC staff).

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Ruth Emerick shared that monthly updates are available in the Executive Director's Report within the meeting materials. Notably, a full-time intern started at the end of May to support transportation planning projects through the summer months.

8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)1 – Individual Employee Discussion

- 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:** Each Commissioner was invited to share updates from their jurisdiction.
- b. **Tentative Items for Next Meeting – August 1, 2024**
 - i. Quarter Four (April-June) Financials
 - ii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

10. ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Phil d'Oronzio, the Commission unanimously voted to adjourn the June 6, 2024, Commission meeting at 8:26 pm.

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