

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 5, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway			David Blount, Deputy Director	x	
Mike Pruitt	x		Laura Greene, Finance Director	x	
Fluvanna County			Laurie Jean Talun, Housing Grants Manager	x	
Tony O'Brien, Chair	x		Lori Allshouse, VATI Program Director	x	
Keith Smith, Treasurer			Isabella O'Brien, Environmental Planner	x	
Greene County			Kaiden Pritchett, VISTA Intern	x	
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Neil Williamson, Free Enterprise Forum		x
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne, Vice Chair	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Tony O'Brien, presided and called the meeting to order at 7:00 pm. Christine Jacobs took attendance by roll call and certified that a quorum was present.



b. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Manning Woodward participated from Louisa County, VA for a medical reason.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously allowed Manning Woodward to participate remotely at the September 5, 2024, meeting.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

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

3. PRESENTATIONS:

a.

i. HOME/CDBG Program Year 2023 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 2023. The public comment period for the draft CAPER was held August 19 to September 2.

ii. Public Hearing for HOME-CDBG Program Year 2023 CAPER

Chair O'Brien opened the public hearing at 7:05 pm. There were no comments from the public. The public hearing was closed.

iii. HOME-CDBG Program Year 2023 CAPER Resolution

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved the resolution adopting the 2023 CAPER.

b. Virginia Telecommunication Initiative (VATI) 2022 and 2024 Presentation/Update

Lori Allshouse, VATI Program Director, provided an overview of the TJPDC's two VATI projects, highlighting financial management to date and multiple site visits to observe fiber construction throughout the project region.

c. Watershed Improvement Program (WIP) Update

Isabella O'Brien, Environmental Planner, provided an overview of the Chesapeake Bay Watershed Improvement Program (WIP), including history of the program, its scope, and the more recent emphasis on implementing best management practices.

4. CONSENT AGENDA:

- a. Minutes of the June 6, 2024, Meeting**
- b. Closed Session form for Minutes of the June 6, 2024, Meeting**
- c. Minutes of the July 25, 2024, Special Session**
- d. Executive Director Annual Contract—September 2024 - 2025**

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Payne, the Commission unanimously (Jesse Rutherford abstained) approved the Consent Agenda as presented.

5. NEW BUSINESS:

a. May, June, and July Financial Reports

Laura Greene, Finance Director, gave an overview of TJPDC's financial picture for the last two months of FY24 and the first month of FY25, and presented a recommendation that the Finance/Executive Committee review the agency's financial policies, as they were established at a time when agency expenses were significantly less.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously accepted the monthly financial reports for May, June, and July.

b. Draft FY26 Projected Operating Budget

Christine Jacobs presented the FY26 Projected Operating Budget, FY26 Projected Revenue and FY26 Projected Per Capita and Local Contributions. The draft budget is balanced and includes only known and highly likely revenue sources. It includes a per capita rate of \$0.68 for local contributions. An updated budget will be presented for action at the Commission's October meeting.

c. Department of Housing and Community Development Planning District Boundary Review

Christine Jacobs summarized a process being undertaken by DHCD to review the boundaries of Virginia's planning district commissions, as is done every 10 years. There were no comments.

6. OLD BUSINESS:

None

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report

Christine Jacobs shared that monthly updates are available in the Executive Director's Report within the meeting materials. Notably, she highlighted the agenda for an upcoming meeting of the Finance/Executive Committee; provided a staffing update; discussed the mobility management contract with JABA; and stated the intent of staff to work with the Finance/Executive Committee or a building committee of the Commission to discuss office space beyond Summer, 2025, when the current lease expires.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Mid-September – Executive/Finance Committee:** September 17 at 1:30 pm
- c. Next Meeting – October 3, 2024 (Tentative Items)**
 - i. FY26 Projected Budget for Consideration/Approval
 - ii. Regional Housing Partnership Update
 - iii. Rideshare CAP Strategic Plan – Draft for Review
 - iv. Blue Ridge Cigarette Tax Board Update
 - v. Revised Procurement Policy for Consideration/Approval

10. ADJOURNMENT:

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the September 5, 2024, Commission meeting at 8:28 pm.

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