

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, October 3, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Galloway	x		David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Finance & HR Director		
Tony O'Brien, Chair	x		Lucinda Shannon, Senior Regional Planner	x	
Keith Smith, Treasurer		x			
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			Sarah Richardson, JABA	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) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:00 pm. Ruth Emerick took attendance 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: Keith Smith participated from Richmond, VA for a personal reason.



Motion/Action: On a motion by Ned Gallaway, seconded by Phil d’Oronzio, the Commission unanimously allowed Keith Smith to participate remotely at the October 3, 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. Blue Ridge Cigarette Tax Board (BRCTB) Six-Month Update

David Blount gave an update on activities of the BRCTB, including new membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. Rockingham County is the newest addition to the Cigarette Tax Board.

b. PATH Mobility Management Program Update

Lucinda Shannon, Senior Regional Planner, gave an update on the Mobility Management Program, “PATH,” and introduced Sarah Richardson, who staffs the call center for PATH under an MOU with JABA. The program’s funding has an 80/16/4 federal/state/local split, with 4% coming from local per capita funding. During its first year, PATH answered over 100 phone calls, completed a Marketing Study, and developed a Marketing Implementation Plan.

4. CONSENT AGENDA:

- a. **Minutes of the September 5, 2024, Meeting**
- b. **August Financial Reports**
- c. **Revised TJPDC Procurement Policy**
- d. **Revised TJPDC Personnel Handbook**
- e. **Annual Department of Housing and Community Development (DHCD) Funding Agreement**

Motion/Action: On a motion by Michael Payne, seconded by Phil d’Oronzio, the Commission unanimously approved the Consent Agenda as presented.

5. NEW BUSINESS:

- a. **TJPDC Local Contributions**

Executive Director Christine Jacobs shared that staff completed a thorough analysis of the history of local contributions for several TJPDC programs. In addition to Per Capita Contributions, the TJPDC receives direct contributions from our local governments for six programs/services: RideShare, Solid Waste and Recycling, the Rivanna River Basin Commission, Legislative Services, the Regional Transit Partnership, and the Regional Housing Partnership. Staff reviewed local contributions between 2005 and 2025 and developed three potential scenarios for increasing local funding for several programs that have been flat funded for numerous budget cycles, and in some cases flat funded since their inception. Staff had presented the analysis to the TJPDC Finance/Executive Committee in its September 17, 2024, meeting. Included in the meeting materials are a copy of the staff's presentation and the Finance/Executive Committee's recommendation to the full Commission.

Motion/Action: On a motion by Ned Gallaway, seconded by Manning Woodward, the Commission unanimously voted to:

- i. Convert all local contributions to per capita rates.
- ii. Increase local contributions by seven percent (7%) for all local programs, except for Legislative Services (5%) for inclusion in the FY26 projected budget.
- iii. Review a five-year plan for local contributions prior to the final FY26 budget in April 2026.

6. OLD BUSINESS:

a. Draft FY26 Projected Operating Budget and Resolution

Christine Jacobs gave an overview of the Draft FY26 Projected Budget. The budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. The draft FY26 budget assumes a \$0.68 per capita rate as approved by the Commission in its September 1, 2022, meeting, assumes an average 5% increase in salaries for staff as a place holder, and includes converting contributions to local programs to per capita rates and increases funding to those programs by 7% (excluding Legislative Services, which would be 5%). The projected budget has \$44,650,411 in revenues and expenses and does not require a reserve transfer. In its September 17, 2024, meeting, the Finance/Executive Committee reviewed the draft budget in detail and recommended its adoption to the full Commission.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously approved the FY26 Projected Operating Budget, as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report

Christine Jacobs shared updates on a number of topics, including progress on the current VATI 2022 project and the status of the recently awarded VATI 2024 grant. The Rivanna River Basin Commission held its Annual Conference on September 27th at Carver Recreation Center. Additionally, the Central

Virginia Regional Housing Partnership's Bi-Annual Summit date was announced for March 13, 2025, along with updates on a new Regional Housing Study, anticipated to begin in early 2025.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Finance/Executive Committee Meeting:** November 7, 2024, 5:45 pm – 6:45 pm
- c. Next Meeting – November 7, 2024, 7:00 pm (Tentative Items)**
 - i. Annual Financial Audit Report and Acceptance
 - ii. Quarter One (July-September) Financial Report
 - iii. RideShare CAP Strategic Plan Update
 - iv. Regional Housing Partnership Update

9. ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Manning Woodward, the Commission unanimously voted to adjourn the October 3, 2024, Commission meeting at 8:36 pm.

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