

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, November 7, 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		Laura Greene, Finance Director	x	
Fluvanna County			Isabella O'Brien, Environmental Planner	x	
Tony O'Brien, Chair	x		Laurie Jean Talun, Housing Grants Manager	x	
Keith Smith, Treasurer	x				
Greene County					
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed (7:25 pm)	x		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 7:04 pm. Christine Jacobs, Executive Director, took attendance by roll call and certified that a quorum was present.



b. Vote to Allow Electronic Participation: None

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None

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

3. PRESENTATIONS:

a. FY24 Financial Audit Report

David Foley of Robinson, Farmer, and Cox Associates, presented the draft audit for FY 2024, which included an audit of the TJPDC's financial statements, internal controls over financial reporting, and federal compliance. The financial statements received a modified opinion having been prepared in accordance with generally accepted accounting principles; there were no adjustments to the internal controls over financial reporting; and there were no significant deficiencies or material weaknesses and no areas of noncompliance regarding federal compliance. The Finance/Executive Committee recommended approval.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved the FY24 Financial Audit.

b. Hazard Mitigation Update

Isabella O'Brien, Environmental Planner, presented an overview of hazard mitigation planning. The region's plan must be updated every five years and we are beginning to consider pre-application for the next update in 2028, with the Notice of Funding Opportunity to be issued in the coming months. An approved plan is necessary to apply for many grants. Mitigation strategies are the bulk of the plan, which are worked on with the localities.

c. Regional Housing Partnership Update (Housing Summit and Study)

Laurie Jean Talun, Housing Grants Manager, presented an update on the Housing Summit, to be held in March, including the focus and preliminary agenda. Erica Sims with HDAdvisors will be the keynote speaker and there will be three breakout sessions. Also, a 2025 Regional Housing Needs study will be getting underway, the first in five years. The Virginia Tech Center for Housing Research and Housing Forward Virginia will work with TJPDC to identify gaps and needs in affordable housing across the region, among other things.

4. CONSENT AGENDA:

- a. Minutes of October 3, 2024, Meeting
- b. September Financial Reports
 - i. September Dashboard Report
 - ii. September Consolidated Profit & Loss Statement
 - iii. September Comparative Balance Sheet
 - iv. September Accrued Revenue Reports

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

5. NEW BUSINESS:

- a. Quarter One (July – Sept 2024) Financial Reports
 - i. Staff memo
 - ii. Quarter One Profit and Loss Prior Year Comparison

Laura Greene, Finance Director, gave an overview and summary of TJPDC’s financial picture for the first quarter of FY25.

b. Staff Professional Development Field Trip, Fluvanna and Louisa Counties

David Blount, Deputy Director, presented a brief overview and pictures of the staff development activity held on October 11 in Fluvanna and Louisa Counties.

6. OLD BUSINESS:

a. Department of Environmental Quality IIJA Implementation Funding Resolution

TJPDC recently was awarded federal funding of \$179,317.63 for eight rain barrel workshops and a pilot regional septic funding assistance program. As this was not included in the approved budget, a resolution is needed.

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

7. EXECUTIVE DIRECTOR’S REPORT:

a. Monthly Report

Christine Jacobs shared that monthly updates are available in the Executive Director’s Report within the meeting materials. Notably, she highlighted ongoing procurement for a compensation and

classification study and for staff recruitment; staff professional development activities in recent weeks; VATI metrics; and approval of the regional legislative program that is underway.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdiction.

b. Next Meeting – December 5, 2024, 7:00 pm

Items for next meeting:

- i. Gingerbread House Competition/Voting
- ii. 2025 General Assembly Preview
- iii. 2025 Calendar of Meetings
- iv. Watershed Improvement Program (WIP) Update
- iv. RideShare CAP Strategic Plan – Draft Report
- v. Regional Housing Partnership Appointments

9. ADJOURN:

Motion/Action: On a motion by Jesse Rutherford, seconded by Tommy Barlow, the Commission unanimously voted to adjourn the November 7, 2024, Commission meeting at 8:46 pm.

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