Thomas Jefferson Planning District Commission

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 6, 2025

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway	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			Taylor Jenkins, Director of Transportation		x
Keith Smith, Treasurer	x		Lucinda Shannon, Senior Transportation Planner	x	
Greene County			Igor Kalina, PATH Transportation Counselor	x	
Tim Goolsby	x		Sarah Richardson, PATH Transportation Assistant	x	
James Higgins	x		Joe Klodzinski, VATI Administrative Assistant		x
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x				
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne, Vice Chair					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Treasurer, Keith Smith, presided and called the TJPDC meeting to order at 7:01 pm. Ruth Emerick took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation (if needed): 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. New Staff Introductions

Christine Jacobs introduced four new staff who came on board in December and January, including the new Director of Transportation, Taylor Jenkins.

b. FY26 PATH/Mobility Management Program Grant Application

Lucinda Shannon, Senior Transportation Planner, gave an overview of the Mobility Management grant application and planned activities for FY26.

c. FY26 MERIT Technical Assistance Grant Application

Lucinda Shannon gave an update on the newly formed Charlottsville Ara Regional Transit Authority (CARTA) and outlined a work plan to use a MERIT technical assistance grant to develop and prioritize implementation activities, if awarded.

4. CONSENT AGENDA:

a. **Minutes of the December 5, 2024 Meeting**
b. **Minutes of the January 9, 2025 Special Session**
c. **November and December Financial Reports**

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

5. NEW BUSINESS:

a. Central Virginia Regional Housing Partnership (CVRHP) Appointments

Ruth Emerick shared that Greg Powe has stepped down from his appointment to the CVRHP and Kurt Keesecker is being recommended as his replacement.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously appointed Kurt Keesecker as the TJPDC Appointed Design Professional for the Central Virginia Regional Housing Partnership.

b. Quarter Two (October – December) Staff Memo and Financial Report

Christine Jacobs gave an update on the TJPDC's financial performance for Quarter Two. The TJPDC has 11.76 months of available operating expenses, which is more than double the goal of five months. The TJPDC has 4.17 months of average monthly operating expenses as unrestricted cash on hand, which is slightly above the current target level of four months.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously accepted the Quarter Two financials, as presented.

c. FY25 Draft Amended Operating Budget

Christine Jacobs presented the Draft Amended Operating Budget. The final draft will be brought to the Commission for consideration and approval at their March meeting.

6. OLD BUSINESS:

a. None

5. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates about projects and staff attendance at the VACO Local Government Day and VAPDC meetings in January. The VATI 2024 grant contract was executed in January. The Safe Streets and Roads for All project has completed round II of public engagement and expects to have a draft plan for review in the next couple of months.

5. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – March 6, 2025, 7:00 pm
Finance Executive Committee Meeting – March 6, 2025, 5:15 pm
Items for next meeting:

i. FY26 Rideshare Work Program and Grant Application – Presentation
ii. FY26 Draft Rural Transportation Work Program and Budget – Presentation
iii. FY26 5-Year Strategic Plan – For Approval
iv. FY25 Final Amended Operating Budget – For Approval
v. VATI Six-Month Update – Presentation
vi. Executive Director Evaluation Process Begins
vii. TJPDC Corporation – Appoint New Members, if needed

6. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously voted to adjourn the January 6, 2025, Commission meeting at 8:29 pm.

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