Planning District Commission

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, March 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	x	
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation		
Keith Smith, Treasurer	x		Sara Pennington, TDM Program Manager	x	
Greene County			Lori Allshouse, VATI Program Director	x	
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed			**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Manu Kapoor	x	
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) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:05 pm. Ruth Emerick took attendance and certified that a quorum was present.

Chair O'Brien added item 6b, TJPDC Employee Handbook Update Considerations, to the agenda.

b. Vote to Allow Electronic Participation (if needed): Not needed.

2. MATTERS FROM THE PUBLIC:

401 East Water Street ▪ Post Office Box 1505 ▪ Charlottesville, Virginia 22902-1505
Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

a. **Comments by the Public:**
Manu Kapoor, a resident of Albemarle County, shared concerns about a Charlottesville Area Transit (CAT) bus stop on Sentara Martha Jefferson Hospital's private property, including a disagreement between Ms. Kapoor and Sentara regarding her usage of the bus stop. Ms. Kapoor requested information about existing agreements related to the CAT bus stop, citing a transit study conducted by TJPDC.

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

3. PRESENTATIONS:

a. VATI Six-Month Project Update

Lori Allshouse, VATI Program Director, updated the Commission on the VATI 2022 and VATI 2024 programs. Both are progressing well.

b. Draft FY26 Rideshare Work Program and Grant Application

Sara Pennington, TDM Program Manager, presented the draft FY26 Rideshare work program and gave an overview of the grant application that was submitted in February.

c. Draft FY26 Rural Transportation Work Program and Budget Presentation

Sara Pennington presented the draft FY26 Rural Transportation work program and budget. The work program and budget will come back before the Commission in the April meeting for consideration and approval.

4. *CONSENT AGENDA:

a. **Minutes of the February 6, 2025 Meeting**
b. **January Financial Reports**
c. **Rideshare Commuter Assistance Program 5-year Strategic Plan (CAPSP) Adoption and Resolution**

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

5. OLD BUSINESS:

a. *FY25 Amended Operating Budget Resolution

Christine Jacobs, Executive Director, presented the final Amended Operating Budget for review and consideration by the Commission. There have been no changes to the draft budget since it was presented to the commission at the February 6, 2025 meeting. The budget includes total projected revenue of $48,257,467 and expenditures of $46,276,746 for an anticipated net gain of $253,852.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Keith Smith, the Commission unanimously voted to approve the FY25 Operating Budget as amended.

6. NEW BUSINESS:

a. Executive Director Evaluation Begins

Christine Jacobs gave an overview of the Executive Director evaluation process that was implemented in FY24, which includes evaluation by both the Commissioners and staff. This same process will be used again this year. The evaluation process will be completed by May 2025.

b. *TJPDC Employee Handbook Update Considerations

Laura Greene, Director of Finance and Human Resources, reviewed a memo regarding employee benefit recommendations for inclusion in the employee handbook update that is underway. These recommended changes have budgetary impacts for FY26.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Manning Woodward, the Commission unanimously voted to offer two health insurance plans this year (KA500 and KA1000), offer a health insurance stipend should an employee waive coverage, and set the gym membership contribution to a percentage (50%) instead of a fixed dollar amount.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates about staff attendance at the VLGMA Winter Conference and current projects. Staff are working with the owner of the TJPDC office building to consider possible upgrades/renovations and the associated costs. A meeting of the buildings committee is anticipated to review options and consider a lease renewal with potential renovations. The Mobility Management program has received a grant through DRPT to provide training and certification for a volunteer driver program. The first Charlottesville-Albemarle Regional Transit Authority (CARTA) Board meeting was held in February 2025. The Blue Ridge Cigarette Tax Board has seen sales of cigarettes in the region continue on a slightly downward trend.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – April 10, 2025, 7:00 pm
Finance Executive Committee Meeting – April 10, 2025, 5:30 pm

Items for next meeting:

i. Appointment of Nominating Committee for Officers
ii. Deliver FY26 Operating Budget Draft/Budget Memo
iii. *FY26 Rural Transportation Work Program and Budget and Resolution
iv. FY26 CA-MPO Unified Planning and Work Program update
v. Blue Ridge Cigarette Tax Board Update
vi. Executive Director Evaluation (Closed Session)

9. ADJOURNMENT:

Motion/Action: On a motion by Phil d'Oronzio, seconded by James Higgins, the Commission unanimously voted to adjourn the March 7, 2025, Commission meeting at 9:01 pm.

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