Thomas Jefferson Planning District Commission

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, April 10, 2025

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		Ruth Emerick, Chief Operating Officer		
Fluvanna County			Laura Greene, Finance & HR Director	x	
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation	x	
Keith Smith, Treasurer	x		Gorjan Gjorgjievski, Planner II		x
Greene County			Igor Kalina, PATH Transportation Counselor		x
Tim Goolsby	x		Sara Pennington, RideShare Program Manager		x
James Higgins	x		Sarah Richardson, PATH Transportation Assistant		x
Louisa County			Lucinda Shannon, Transportation Program Mngr		x
Tommy Barlow			Sarah Simba, Planner II		x
Manning Woodward		x			
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford			Shari Fallon, Gallagher		x
City of Charlottesville			Ira Kelkar	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 7:01 pm. David Blount took attendance and certified that a quorum was present.

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

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

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously allowed Manning Woodward to participate remotely at the April 10, 2025 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) Update

David Blount, Deputy Director, updated the Commission on the activities of the BRCTB, including new membership, tax revenue generated, total packs sold by month and by jurisdiction, year over year trends, and tax allocations by jurisdiction. Mount Crawford is a new member locality to the Cigarette Tax Board, having officially joined in January.

b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY26 Unified Planning Work Program (UPWP) Draft

Taylor Jenkins, Transportation Director, presented the draft FY26 UPWP and gave an overview of the program's priorities and vision, its funding sources and associated tasks, planning activities and program administration. She noted that line-item budgets for subtasks in the program have been removed, reducing administrative burdens.

4. *Consent Agenda:

a. **Minutes of the March 6, 2025 Meeting**
b. **February Financial Reports**
c. **FY26 Rural Transportation Work Program and Budget with Resolution**

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

5. Old Business: None.

6. New Business:

a. Classification and Compensation Study Results*

Shari Fallon, Senior Compensation Consultant at Gallagher, gave a detailed presentation on the market data, analysis of the data and custom survey results for the classification and compensation study. She reviewed the methodology and how data was explored for all positions, and noted that there was a 36% response rate for the custom survey. The study found that many TJPDC positions were lagging the market in terms of labor cost, at 12% to 15% below the middle of the market. She explained in detail the several salary structure options that were explored, based on previous Finance/Executive Committee direction.

Following questions from Commissioners and discussion about the options presented, Commissioners expressed agreement with Option 3b, which was recommended by staff, that put salaries between the 50th and 75th percentiles.

Motion/Action: On a motion by Keith Smith, seconded by Mike Pruitt, the Commission unanimously voted to support Option 3b as direction to staff for inclusion in the FY26 budget.

b. Appointment of Nominating Committee for Officers:

Tony O'Brien asked for volunteers to serve on the Nominating Committee. A slate of recommended officers is to be presented to the Commission at its May meeting. Phil d'Oronzio, Ned Gallaway, and Jesse Rutherford were selected to serve on the Nominating Committee.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates about the following: TJPDC work to support local requests for various projects and for planning assistance; water supply planning kick-off meetings, noting that TJPDC will allocate some of the per capita funds for this; updates on broadband expansion work through VATI 22 and VATI 24; the draft SS4A plan which will be presented to all six localities; that regional transit authority and its work on governing documents; PATH updates; training that staff have participated in; and environmental updates.

8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)1

a. TJPDC Executive Director Annual Evaluation:

Using the attached closed session form, prepared by David Blount, the TJPD Commission entered into a closed session per *Code of Virginia* § 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. Public Session Resumes:

Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the TJPD Commission Zoom meeting.

9. <u>OTHER BUSINESS</u>:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – May 1, 2025, 7:00 pm
Finance Executive Committee Meeting – May 1, 2025, 5:15 pm
Items for next meeting:
   i. Finance/Executive Committee Meeting (5:15 pm)—Pre-Audit Meeting
   ii. Legislative Report
   iii. Safe Streets and Roads for All Presentation
   iv. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding
   v. Deliver FY26 Operating Budget Draft/Budget Memo
   vi. TJPDC Officer Slate Notice from Nominating Committee
   vii. FY26 Quarter Three (Jan – Mar) Financial Report
   viii. DHCD CDBG Regional Priorities
   ix. Executive Director Evaluation (Closed Session)

10. <u>ADJOURNMENT</u>:

Motion/Action: The meeting was declared adjourned at 9:31 p.m.

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