

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, May 1, 2025

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, Director of Finance and HR		
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation	x	
Keith Smith, Treasurer	x		Gorjan Gjorgjievski, Transportation Planner II	x	
Greene County			Sarah Simba, Transportation Planner II	x	
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow					
Manning Woodward	x				
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Rob Tieman, UVA	x	
Phil d'Oronzio	x		Danielle McCray, Kimley-Horn		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 7:01 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.



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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

3. PRESENTATIONS:

a. HOME Annual Action Plan Draft Presentation

Ruth Emerick, Chief Operating Officer and Housing Director, gave an overview of the TJPDC's role as the Thomas Jefferson HOME Consortium's HOME program administrator through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2025's estimated total funding is \$651,111. The Annual Action Plan's public comment period was April 14 to May 15, 2025. As the lead agency, the Charlottesville City Council considered approval of the plan in their May 5, 2025, meeting. The finalized plan is due to HUD by June 30, 2025.

Tony O'Brien opened the Public Hearing for the Annual Action Plan at 7:09 pm. There was no one from the public who wished to speak. The public hearing was closed.

Motion/Action: On a motion by Phil d'Oronzio, seconded by James Higgins, the Commission unanimously adopted the 2025-2026 CDBG-HOME Annual Action Plan, with latitude for staff to revise the funding amount when HUD allocations for Program Year 2025 are announced.

b. Legislative Report

David Blount, Deputy Director and Director of Legislative Services, gave an overview of the activities of the General Assembly during the winter session. The state's spending plan includes additional funding to remediate harmful algae blooms at Lake Anna. Several bills that would have restricted local land use authority on solar development did not make it through the legislative process.

c. Safe Streets and Roads for All Presentation and Draft Plan

Gorjn Gjorgjievski, Regional Transportation Planner II, presented the draft SS4A plan that is circulating to each of the governing boards in the region for their review and consideration for adoption. The plan must be adopted by all participating jurisdictions and the TJPDC Commission (as the lead grant recipient) by June 26, 2025. A final copy of the safety action plan will be included in the June meeting for final adoption.

4. *CONSENT AGENDA:

a. Minutes of the April 10, 2025 Meeting

b. March Financial Reports

c. FY25 Q3 Financial Reports

Phil d'Oronzio noted that his last name was misspelled in the April minutes and requested corrections.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved the Consent Agenda as presented, with correction to the spelling of Phil d'Oronzio's name in the April 10, 2025 minutes.

5. NEW BUSINESS:

a. Safe Streets and Roads for All (SS4A) FY25 Grant Submission

Taylor Jenkins, Director of Transportation, gave background information on a new Safe Streets and Roads for All project brought to the TJPDC by UVA. In partnership with UVA and VDOT, the TJPDC is seeking to submit an FY25 Safe Streets and Roads for All supplemental planning and demonstration grant to study Vulnerable Road Users (VRUs) in the urbanized portions of our planning district. Rob Tieman, Professor of Practice at UVA's school of engineering, shared details of the proposed study and potential outcomes for the Charlottesville-Albemarle Metropolitan Planning Organization as it relates to supplementing our existing safety action plan. At their April meeting, the CA-MPO Policy Board passed a resolution to support the application.

Motion/Action: On a motion by Keith Smith, seconded by Phil d'Oronzio, the Commission unanimously voted to approve a resolution supporting a FY2025 Safe Streets and Roads for All Supplemental Planning and Demonstration grant application in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area.

b. Regional Water Supply Planning - RPU1 - Resolution

Ruth Emerick shared that the TJPDC was asked to serve as the coordinating body for the Middle James 1 Regional Planning Unit's Regional Water Supply Plan. Staff prepared an application to DEQ for a small tranche of planning grant funds (\$8,884) to facilitate the planning unit's activities. As a required component of the application, the Commission is asked to consider a resolution supporting TJPDC's role as the lead agent for the planning unit and as the grant applicant for the planning grant funds. Separately, Buckingham County's governing board will consider a resolution (as a member of RPU1). Nelson County is the only county in the TJPDC footprint that is in another planning unit (Middle James 2). The TJPDC will serve as a stakeholder in RPU2's planning efforts.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Pruitt, the Commission unanimously voted to approve a resolution designating the TJPDC as the lead agent in the Regional Planning Unit – Middle James 1's regional water supply plan, supporting a grant application to Virginia DEQ for planning grant funds, and affirming the participation of the Counties as listed in the resolution.

c. TJPDC Officer Slate Notice from Nominating Committee

The Nominating Committee for FY26 Commission Officers was selected at the April Commission meeting and consisted of Jesse Rutherford, Ned Gallaway, and Phil d'Oronzio. Jesse Rutherford shared that the Nominating Committee met in late April. The slate of officers presented by the Nominating Committee is as follows:

Chair – Keith Smith, Fluvanna County
Vice Chair – Michael Payne, City of Charlottesville
Treasurer – Phil d'Oronzio, City of Charlottesville
Secretary – Christine Jacobs (or designee)

There were no candidates nominated from the floor. This slate of officers will be considered for approval by the Commission at the next meeting.

d. Draft FY26 Operating Budget Totals, Revenue, and Local Contributions

Christine Jacobs gave an overview of the draft FY26 Operating Budget. The TJPDC Bylaws require a May adoption of the budget, however, due to the ongoing Classification and Compensation study, the commission deferred the FY26 budget to May for a draft review and June for adoption. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2026. The draft Operating Budget is balanced with projected revenues of \$49,681,661 and projected expenditures of \$49,681,661. The budget includes a capital reserve transfer of \$26,000 for building renovations and incorporates the Commission's direction to implement Option 3b of the Classification and Compensation study. A final draft of the budget will come before the Commission in June for consideration/adoption.

6. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates on the VATI broadband project, the Rural Transportation Work Program for FY26, and a letter received from the US Department of Transportation's Secretary of Transportation, reminding all recipients of Federal transportation funds that they must fully comply with all Federal laws, regulations, and enforcement actions.

7. 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 Ruth Emerick, the TJPDC 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 TJPDC Commission Zoom meeting.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – June 5, 2025, 7:00 pm

Items for next meeting:

- i. FY26 Operating Budget for Consideration/Approval Election of TJPDC Officers
- ii. Safe Streets and Roads for All Final Plan for Consideration/Adoption
- iii. Housing Preservation Grant Pre-Application Approval and IGR Review, Resolution
- iv. Employee Handbook and Financial Policy Revisions
- v. Regional Housing Study Presentation
- vi. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding
- vii. DHCD CDBG Regional Priorities

9. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted to adjourn the May 1, 2025, Commission meeting at 9:13 pm.

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