

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 5, 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		
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			Gorjan Gjorgjievski, Transportation Planner II		x
Greene County			Sarah Simba, Transportation Planner II		x
Tim Goolsby			Laurie Jean Talun, Regional Program Manager	x	
James Higgins	x		Kaiden Pritchett, AmeriCorps VISTA	x	
Louisa County			Isabella O'Brien, Environmental Planner II	x	
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Mel Jones, Virginia Center for Housing Research		x
Phil d'Oronzio	x		Jonathan Knopf, HousingForward Virginia		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 7:02 pm. Ruth Emerick took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation:

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



Motion/Action: On a motion by Mike Pruitt, seconded by Phil d’Oronzio, the Commission unanimously allowed Manning Woodward to participate remotely at the June 5, 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. Regional Housing Study Presentation

Laurie Jean Talun, Regional Program Manager, gave a brief update on the TJPDC’s Regional Housing Study and introduced consultants Mel Jones of the Virginia Center for Housing Research and Jonathan Knopf of HousingForward Virginia. Mel Jones and Jonathan Knopf gave an overview of the project scope, planning process, and timeline.

4. *CONSENT AGENDA:

- a. **Minutes of the May 1, 2025 Commission Meeting**
- b. **Minutes of the May 1, 2025 Closed Session**
- c. **April Financial Reports**
- d. **Employee Handbook Revisions**
- e. **Financial Management Policy Revisions**

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. Hazard Mitigation Planning Grant

Isabella O’Brien, Regional Environmental Planner II, presented updates to the five-year Hazard Mitigation Plan grant application budget and scope of work.

Motion/Action: On a motion by Phil d’Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adopt a resolution supporting the application of a Regional Hazard Mitigation Planning Grant and supporting the TJPDC as the administrator and manager of the development of the plan, if awarded.

b. Safe Streets and Roads for All Safety Action Plan

Christine Jacobs shared that in a review of recent federal executive orders, and in response to a letter from the US Transportation Secretary (received by all recipients of federal funds), several non-substantive changes were made to the draft Safe Streets and Roads for All Safety Action Plan to comply with directives, to include the removal of references to USDOT initiatives (such as Justice 40 and the Climate and Economic Justice Screening tool). Additional census data and maps were included in the background data sections. The plan needs to be adopted by all member jurisdictions and the TJPDC Commission in time for submittal to USDOT by June 26, 2025.

Motion/Action: On a motion by Jesse Rutherford, seconded by Michael Payne, the Commission unanimously voted to adopt a resolution supporting the adoption of the Move Safely Blue Ridge Comprehensive Safety Action Plan, as revised.

c. Election of TJPDC Officers for FY26

The slate of officers presented by the Nominating Committee at the May meeting 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)

Motion/Action: On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously adopted a resolution to elect the following TJPDC officers for Fiscal Year 2026: Keith Smith, Chair (Fluvanna County); Michael Payne, Vice Chair (City of Charlottesville); Phil d’Oronzio, Treasurer (City of Charlottesville); and Christine Jacobs, Secretary (TJPDC staff).

d. FY26 Draft Annual Operating Budget

Christine Jacobs noted that 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 \$49,834,111 and projected expenditures of \$49,834,111. The budget includes a capital reserve transfer of \$26,000 for building renovations and incorporates a revised recommendation to the commission’s direction to implement Option 3b of the Classification and Compensation study.

Motion/Action: On a motion by Tony O’Brien, seconded by Jesse Rutherford, the Commission unanimously voted to approve the resolution adopting the FY26 Annual Operating Budget, as presented.

6. NEW BUSINESS:

a. Authorization to Sign

Christine Jacobs shared that the TJPDC administers transportation grant projects through fiscal administration and management from the Virginia Commonwealth Transportation Board (CTB) for the Charlottesville-Albemarle Metropolitan Planning Organization, the PATH Mobility Management 5310 program, the RideShare program and other transportation funding from federal, state and local sources. Prior to entering into required agreements, the CTB requires a multi-year Master Agreement to be executed constituting the terms and conditions governing receipt of grants provided by DRPT. Additionally, the Federal Transit Administration requires Annual Certifications and Assurances for all recipients of federal funds. The Certifications and Assurances must be signed by both the recipient and their legal counsel.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted to adopt a resolution authorizing the Executive Director to execute a Master Agreement for the use of Commonwealth Transportation Board (CTB) funds through the Department of Rail and Public Transportation and to authorize the Executive Director to execute the FTA Certifications and Assurances.

b. TJPDC Revised Financial Targets

Christine Jacobs shared that at the May meeting of the Finance/Executive Committee, staff presented a recommendation to revise the agency’s financial targets, and the Finance/Executive committee subsequently recommended to the Commission to amend the financial targets.

Motion/Action: On a motion by Phil d’Oronzio, seconded by James Higgins, the Commission unanimously voted to adopt and implement, effective July 1, 2025: Increasing the target months of Net Quick Assets from five (5) to eight (8) months of average monthly operating expenses and Revising the Restricted Capital Reserves calculation to be based on Net Quick Assets above the eight (8) months of average monthly operating expenses.

7. EXECUTIVE DIRECTOR’S REPORT:

a. Monthly Report

Christine Jacobs shared updates on the VATI broadband project, the Blue Ridge Cigarette Tax Board, and a final report on legislation changes adopted by the General Assembly in 2025.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – August 7, 2025, 7:00 pm

Items for next meeting:

- i. Virtual Meeting Policy
- ii. Conflict of Interest Policy
- iii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review (IGR) with Resolution for Approval (pending)
- iv. Area Types for Smart Scale – Rural Areas
- v. DHCD CDBG Regional Priorities (pending)

9. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted to adjourn the June 5, 2025, Commission meeting at 8:26 pm.

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