Thomas Jefferson
Planning District Commission

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, October 2, 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			Taylor Jenkins, Director of Transportation	x	
Keith Smith, Chair	x		Sara Pennington, TDM Program Manager	x	
Greene County			Isabella O'Brien, Environmental Planner II	x	
Tim Goolsby	x		Sarah Simba, Regional Planner II		x
James Higgins	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, Treasurer	x				
Michael Payne, Vice Chair	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Keith Smith, presided and called the TJPDC meeting to order at 7:00 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: Jesse Rutherford participated from Shipman, VA for a personal reason.

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Motion/Action: On a motion by Phil d'Oronzio, seconded by Tommy Barlow, the Commission unanimously allowed Jesse Rutherford to participate remotely at the October 2, 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) Six-Month Update

David Blount, Deputy Director, gave an update on activities of the BRCTB, including new members (Rappahannock County), tax revenue generated in the member jurisdictions, total packs sold by month by jurisdiction, year over year trends, recent activities of the Board and compliance efforts.

b. Park and Ride Lots Update

Sara Pennington, TDM Program Manager, gave an overview of the RideShare program, which markets commuter lots in the region and is funded through the Rural Transportation Work Program. Sara noted that inventory of the lots is conducted on a quarterly basis, and a VDOT Lot Conditions assessment is done annually. She highlighted utilization of a handful of park and ride lots throughout the region and noted a new lot being developed at the I-64 interchange at Crozet.

4. CONSENT AGENDA:

a. Minutes of the September 4, 2025, Meeting
b. August Financial Reports

Motion/Action: On a motion by Phil d'Oronzio, seconded by Tommy Barlow, the Commission approved the minutes of the September 4 Commission meeting; Ernie Reed abstained. On a motion by Phil d'Oronzio, seconded by Tommy Barlow, the Commission unanimously approved the August Financial Reports.

5. NEW BUSINESS:

a. Transportation Funding Support Letter

David Blount noted that following up on discussion at the September meeting, a draft letter had been developed to send to the region's legislators requesting additional state investment in transportation infrastructure. The letter also will be distributed to other Planning District Commissions and to VACo, VML and other relevant statewide groups. A related model letter will be shared with the TJPDC member governments to inform them of the Commission's action and to request they consider writing a similar letter to their legislators.

Motion/Action: On a motion by Manning Woodward, seconded by Ned Gallaway, the Commission unanimously voted to endorse the draft letter as presented.

b. Regional Transit Partnership (RTP)

Taylor Jenkins, Director of Transportation, spoke to the forthcoming dissolution of the RTP, given the establishment of the Charlottesville- Albemarle Regional Transit Authority (CARTA).

i. **Draft Dissolution Letter**
ii. **Draft Charlottesville-Albemarle Regional Transit Authority Memorandum of Understanding**

c. Support for Septic Funding Grant Application

Isabella O'Brien, Environmental Planner II, gave an overview of the grant opportunity available through the Oak Hill Fund to continue efforts of the septic assistance program funded this past year by DEQ. The TJPDC Corporation would be the applicant. She spoke to the need throughout the region for continuing the program, which provides aid to low-income homeowners for maintenance, repairs and full replacement. The grant would support staff in providing technical assistance to the program.

Motion/Action: On a motion by Manning Woodward, seconded by Phil d'Oronzio, the Commission unanimously voted to endorse the draft letter of support as presented.

d. TJPDC Building Improvements Staff Memo and Scope of Work

Christine Jacobs, Executive Director, gave an overview of the Commission's previous desire to renegotiate a new five-year lease and seek improvements to the TJPDC's office space. The Building Committee met earlier and recommended approval of expenses for the scope of work as presented, that they be amortized across the term of the lease, and that there be a 20% contingency. The timeframe for construction is expected to be about six weeks, with work to be completed around the end of December/beginning of January.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Ned Gallaway, the Commission 1) approved the scope of work and associated costs for the building improvements, adding a 20% contingency for overruns and changes as determined by the Executive Director, and 2) authorized the Executive Director to negotiate a new five-year lease, to include the cost of the leasehold improvements.

6. OLD BUSINESS:

a. Draft FY27 Projected Budget and Local Revenue Requests Memo and Resolution

Christine Jacobs gave an overview of the draft FY27 Projected Budget that sets the per capita rates. The budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. The draft FY27 budget assumes a $0.70 per capita rate as approved by the Commission in its September 1, 2022, meeting. The projected budget has $24,340,411 in revenues and expenses and requires a reserve transfer of $69,375 at this point. In its September 17, 2024, meeting, the Finance/Executive Committee reviewed the draft budget in detail and recommended its adoption to the full Commission.

i. **FY27 Projected Budget Totals**
ii. **FY27 Projected Budget Revenues**
iii. **FY27 Local Contributions**
iv. **FY27 Projected Budget Resolution**

Motion/Action: On a motion by Ned Gallaway, seconded by Mike Pruitt, the Commission unanimously approved the Fiscal Year 2027 Projected Budget and Member Assessments, as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report

Christine Jacobs noted that her full report was included in the meeting packet. She acknowledged staff for a successful Rivanna River Basin Commission Annual Conference and the CAMPO/SAW joint meeting held within the last week. A PATH Transportation Assistant position is open, with an anticipated hire by November. She also noted that the agency is carefully watching the federal government shutdown, anticipating that there will be some delays in reimbursement of invoices, but that there are no concerns at this time about the agency's cash flow.

8. OTHER BUSINESS:

a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.

b. **Finance/Executive Committee Meeting**: November 6, 2025, 5:45 pm – 6:45 pm

c. **Next Meeting – November 6, 2025, 7:00 pm (Tentative Items)**
   i. FY25 Annual Financial Audit Report and Acceptance
   ii. FY26 Quarter One (July-September) Financial Report
   iii. DHCD Annual Funding Agreement

9. ADJOURNMENT:

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adjourn the October 2, 2025, Commission meeting at 8:29 pm.

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