Planning District Commission

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THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, November 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	x		Taylor Jenkins, Director of Transportation		
Keith Smith, Chair	x		Sara Pennington, TDM Program Manager		
Greene County			Isabella O'Brien, Environmental Planner II		
Tim Goolsby	x		Sarah Simba, Regional Planner II		
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x		David Foley, RFC	x	
City of Charlottesville			Kaiden Pritchett	x	
Phil d'Oronzio, Treasurer	x				
Michael Payne, Vice Chair					

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, Chief Operating Officer, 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, VA for a personal reason.

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

Motion/Action: On a motion by Phil d'Oronzio, seconded by Jesse Rutherford, the Commission unanimously allowed Manning Woodward to participate remotely at the November 6, 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. FY25 Annual Financial Audit Report

Laura Greene, Finance Director, introduced auditor David Foley of Robinson, Farmer Cox Associates. Mr. Foley presented the results of the FY25 financial audit, which included an audit of the TJPDC's financial statements, internal controls over financial reporting, and federal compliance. The financial statements must follow Generally Accepted Accounting Principles (GAAP). The internal controls for financial reporting must follow Government Auditing Standards. A federal compliance single audit must be conducted when over $750,000 of federal grant funds are received.

TJPDC's FY25 financial statements received an unmodified opinion, having been prepared in accordance with generally accepted accounting principles; there were no adjustments to the internal controls over financial reporting; and there were no significant deficiencies or material weaknesses and no items of noncompliance regarding federal compliance. The Finance/Executive Committee received a detailed presentation on the audit and recommended approval of the FY25 audit at their meeting earlier in the evening.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission accepted the FY25 Financial Audit, as presented.

b. Quarter One (July – September) Financial Report

Laura Greene provided an overview of the first quarter FY26 financial picture, reporting that the net quick assets have increased during quarter one and the unrestricted cash on hand is well above the financial target.

4. CONSENT AGENDA:

a. **Minutes of the October 2, 2025, Meeting**
b. **September Financial Reports**
c. **DHCD Annual Funding Agreement – FY26**

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

5. NEW BUSINESS:

a. Financial Management Policy Revision (Redline and Final)

Ruth Emerick presented several changes to the policy, which provide protocols for reviewing and processing payroll and clarify language related to electronic payments versus the paper check signatory process.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Michael Pruitt, the Commission unanimously approved the proposed amendments to the TJPDC Financial Management Policy, effectively immediately.

b. Regional Water Supply Planning Grant Application

Ruth Emerick shared that a Regional Water Supply Planning Grant Application for FY26 funds was submitted to Virginia DEQ and the TJPDC has received notice of a subsequent award. These funds will support the ongoing planning work to develop a regional water supply plan for the Middle James 1 Regional Planning Unit.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved a motion to accept the Virginia Department of Environmental Quality grant for Regional Water Supply planning and authorize the Executive Director to take all actions necessary to manage the agreement.

c. Community Development Block Grant Regional Priorities

David Blount presented an overview of the DHCD CDBG program, which annually requests regional project priorities from the Commonwealth's Planning District Commissions. The TJPDC seeks notice from local government staff of anticipated CDBG applications so the projects can be included in the CDBG priority list.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Tony O'Brien, the Commission unanimously approved the 2025 CDBG priorities as presented.

6. OLD BUSINESS:

a. Regional Transit Partnership (RTP) Dissolution and Administration MOU for CARTA

David Blount presented an official dissolution letter that, once signed, will be sent to the governing boards of the voting members of the Regional Transit Partnership. The letter requests that all existing members agree to dissolve the RTP through an amendment to the original Memorandum of Understanding. Additionally, Mr. Blount presented a draft Memorandum of Understanding detailing the roles of the Thomas Jefferson Planning District Commission and the two initial voting members of the Charlottesville-Albemarle Regional Transit Authority (CARTA) board, City of Charlottesville and Albemarle County. The CARTA MOU will be forwarded to the governing boards of the voting members for approval.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Tim Goolsby, the Commission unanimously agreed to a motion to 1) authorize the Chair and the Executive Director to sign a letter formally requesting the dissolution of the Regional Transit Partnership; 2) authorize the Chair to sign the Regional Transit Partnership MOU Amendment; and 3) authorize the Executive Director to sign the Charlottesville-Albemarle Regional Transit Authority MOU, as presented.

b. Resolution of Appreciation for the RTP and Chair

David Blount highlighted key elements of a draft resolution of appreciation for the Regional Transit Partnership, including the role the RTP played in laying the foundation for a stronger, more coordinated regional transit system. Further, the resolution commends the RTP chair, Diantha McKeel for her diligence, vision, and steadfast leadership while serving as the first and only chair of the Regional Transit Partnership.

Motion/Action: On a motion by Michael Priutt, seconded by Tony O'Brien, the Commission unanimously approved the resolution and authorized The Chair and Executive Director to sign it and present it to the RTP and Chair at their November meeting.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report

David Blount noted that Christine Jacob's full report was included in the meeting packet. He highlighted the November 18 joint CARTA Board/Regional Transit Partnership meeting, which will be the final meeting of the Regional Transit Partnership, and Commissioners are invited to attend.

8. OTHER BUSINESS:

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

b. **Next Meeting – December 4, 2025, 7:00 pm (In Person) (The February 2026 meeting will be All-Virtual)**
   i. 2026 General Assembly Preview
   ii. 2026 Calendar of TJPDC Meetings
   iii. Watershed Improvement Program (WIP) Update
   iv. TJPDC Corporation 101
   v. UVA Community Credit Union – Housing Study (tentative)

9. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Tommy Barlow, the Commission unanimously voted to adjourn the November 6, 2025, Commission meeting at 8:16 pm.

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