

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 5, 2026

All-Virtual Meeting

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		x
Fluvanna County			Laura Greene, Finance & HR Director		
Tony O'Brien		x	Taylor Jenkins, Director of Transportation		x
Keith Smith, Chair		x	Sara Pennington, TDM Program Manager		x
Greene County			Igor Kalina, PATH Transportation Counselor		x
Tim Goolsby			Bennett Hipp, PATH Transportation Assistant		x
James Higgins		x	Emily London, AmeriCorps VISTA Member – Housing		x
Louisa County					
Tommy Barlow		x			
Manning Woodward		x			
Nelson County					
Ernie Reed		x	GUESTS/PUBLIC PRESENT		
Jesse Rutherford			Phil d'Oronzio, Treasurer		x
City of Charlottesville			Sean Tubbs		x
Jen Fleisher		x			
Michael Payne, Vice Chair					

Note: This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § 2.2-3708.3. A recording of the meeting was made available to the public at <https://www.youtube.com/channel/UCOuHJzpRDV6rnplep2Lxj0Q>.

1. CALL TO ORDER:

a. Call to Order, Roll Call:



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Keith Smith, presided and called the TJPDC meeting to order at 7:05 pm. Ruth Emerick, Chief Operating Officer, took attendance and noted that a quorum was not present. Tommy Barlow joined the meeting at the conclusion of item 1b, bringing the Commission meeting to quorum.

b. Electronic Meeting Notice: Ruth Emerick read the notice of electronic meeting.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

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

3. ADMINISTRATION:

a. Introduction: Jen Fleisher, City of Charlottesville

b. Recognition: Phil d’Oronzio, City of Charlottesville

c. Election of Officer: Treasurer

Chair Keith Smith shared that the TJPDC’s bylaws allowed Phil d’Oronzio to continue to fulfill his duty as Treasurer after his appointment to the Commission was not renewed in January, and thus there has been no disruption in the TJPDC’s ability to process payables. Chair Smith stated that although Commissioner Ned Gallaway was not present, he had confirmed Mr. Gallaway’s ability and willingness to serve in the role of Treasurer should there be no other candidates brought forward. There were no candidates nominated from the floor. Per the bylaws, this election will serve through the remainder of the unexpired term, which is June 30, 2026.

Motion/Action: On a motion by Tommy Barlow, seconded by Manning Woodward, the Commission unanimously elected Ned Gallaway (Albemarle County) to the office of Treasurer for the remainder of Fiscal Year 2026.

4. PRESENTATIONS:

a. PATH/Mobility Management Program Update

Igor Kalina provided an overview of the TJPDC’s PATH Mobility Management Program. An application for the FY27 grant was submitted and an overview of the proposed work plan was shared.

Motion/Action: On a motion by Jen Fleisher, seconded by Mike Pruitt, the Commission unanimously approved the Resolution of Support for the FY27 PATH Mobility Management grant application.

b. Rideshare Program Update

Sara Pennington gave an overview of the RideShare program, the FY27 grant application, and proposed work plan.

Motion/Action: On a motion by Tony O'Brien, seconded by Mike Pruitt, the Commission unanimously approved the Resolution of Support for the FY27 Rideshare grant application.

5. CONSENT AGENDA:

a. Minutes of the December 4, 2025, Commission Meeting

b. November and December Financial Reports

- i. December Dashboard Report**
- ii. November and December Consolidated Profit & Loss Statement**
- iii. November and December Balance Sheet**
- iv. December Accrued Revenue Report**

Motion/Action: On a motion by Tommy Barlow, seconded by James Higgins, the Commission approved the Consent Agenda as presented.

6. NEW BUSINESS:

a. FY26 Quarter Two Financials Staff Memo (Oct.-Dec.), Profit & Loss Statement

Christine Jacobs gave an update on the TJPDC's financial performance for Quarter Two. The TJPDC has 10.53 months of available operating expenses, which is above the current target level of eight months. The TJPDC has 7.27 months of average monthly operating expenses as unrestricted cash on hand, which is above the current target level of six months.

Motion/Action: On a motion by Ernie Reed seconded by Tony O'Brien, the Commission unanimously accepted the Quarter Two financial report, as presented.

b. DHCD/BEAD Agreement, Resolution

Christine Jacobs shared that VA DHCD reached out to see if the TJPDC would be interested in partnering to administer BEAD funds to eligible Planning District Commissions conducting the environmental assessments of BEAD-funded projects. The expectation is that TJPDC would serve as administrative support to DHCD, passing through funding to other PDCs and collecting required documents for DHCD's review. The TJPDC would receive administrative funds to support this role. The program is expected to be completed in FY26.

Motion/Action: On a motion by Manning Woodward, seconded by Ernie Reed, the Commission unanimously adopted the resolution supporting entering into an administrative agreement with the Virginia Department of Housing and Community Development for Environmental Records pursuant to

the Broadband, Equity, Access, and Deployment (BEAD) Program and to authorize the Executive Director to take all actions necessary to enter into an agreement and administer the program.

c. BUILD Grant Resolution – Rivanna River Bike/Ped Bridge

Christine Jacobs shared that the TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (now called Better Utilizing Investments to Leverage Development - BUILD) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. The application scored very well in all previous rounds and received 'merit status' and 'recommended status'. Participation in a debrief with USDOT staff indicated that continued attempts to seek funding were recommended.

Motion/Action: On a motion by Tony O'Brien, seconded by Jen Fleisher, the Commission unanimously adopted the Resolution supporting a BUILD Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

d. Regional Support Letters

Christine Jacobs shared that TJPDC staff provided letters of support for the Virginia Tourism Corporation's consideration of a proposed Virginia Piedmont Region, and for JAUNT's applications to the Virginia DRPT for two MERIT Demonstration grants for expanded service within the TJPDC region.

e. FY26 Draft Amended Operating Budget

Christine Jacobs presented the Draft Amended Operating Budget. The final draft will be brought to the Commission for consideration and approval at their March meeting.

7. OLD BUSINESS: None.

8. EXECUTIVE DIRECTOR'S REPORT:

Christine Jacobs highlighted work to evaluate the potential for Safe Streets and Roads for All (SS4A) Implementation Grant applications. Additionally, TJPDC was not awarded the SS4A Supplemental Planning Grant that was submitted in collaboration with UVA.

9. OTHER BUSINESS:

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

b. Next Meeting – March 5, 2026 (In-Person, Location TBD)

Items for next meeting:

- i. FY26 Amended Operating Budget – For Consideration/Approval
- ii. FY26 Rural Transportation Work Program and Budget – Presentation/Draft – No Action

- iii. VATI Presentation/Update (6 months)
- iv. Executive Director Evaluation Process Begins
- v. January 2026 Financials
- vi. Committee/Partnership Appointments, if needed

10. ADJOURNMENT:

The February 5, 2026, Commission meeting was adjourned at 8:40 pm.

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