THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, March 5, 2026

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			Sara Pennington, RideShare Program Manager	x	
Tony O'Brien	x				
Keith Smith, Chair	x				
Greene County					
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow					
Manning Woodward	x				
Nelson County					
Ernie Reed	x		**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x				
City of Charlottesville					
Jen Fleisher					
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: None

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2. **<u>MATTERS FROM THE PUBLIC:</u>**

a. **Comments by the Public:** None.

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

3. **<u>ADMINISTRATION:</u>** None.

4. **<u>PRESENTATIONS:</u>**

a. **VATI Six-Month Presentation/Update**

David Blount, Deputy Director, presented an overview of the TJPDC's two VATI broadband projects, highlighting financial management activities to date and multiple site visits to observe fiber construction throughout the 13-county project region.

b. **Draft FY27 Rural Transportation Work Program and Budget Presentation**

Sara Pennington, RideShare Program Manager, presented the draft FY27 Rural Transportation work program and budget. The program receives $58,000 from VDOT and TJPDC dedicates the required 20% ($14,500) local match through local per capita. Sara noted the completed Move Safely Blue Ridge project and the upcoming Smart Scale application process. The work program process for FY27 will look very similar to the FY26 process. This item will come back to the Commission at the April meeting for consideration and approval.

5. **<u>CONSENT AGENDA</u>**:

a. **Minutes of the February 5, 2026, Commission Meeting**
b. **January Financial Reports**
   i. **January Dashboard Report**
   ii. **January Consolidated Profit & Loss Statement**
   iii. **January Balance Sheet**
   iv. **January Accrued Revenue Report**

Motion/Action: On a motion by James Higgins, seconded by Mike Pruitt, the Commission approved the Consent Agenda as presented. Ned Gallaway and Jesse Rutherford abstained.

6. **<u>NEW BUSINESS:</u>**

a. **Executive Director Evaluation Begins**

Christine Jacobs, Executive Director, gave an overview of the Executive Director evaluation process that was implemented in FY24, which includes evaluation by both the Commissioners and staff. This same process will be used again this year and will be completed by May.

b. *TJPDC Corporation Memorandum of Understanding Revisions

Ruth Emerick reviewed the existing Memorandum of Understanding (MOU) between the TJPDC and the TJPDC Corporation and discussed recommended revisions. Several changes, which have been reviewed by the Corporation Board, on how revenue is used are suggested, including that the Corporation pay for direct costs out of savings first, and that the PDC would not invoice for staff time until after has exceeded its budgeted amount of about $1,500. It was noted that these changes are designed to make the Corporation more self-sufficient and fiscally sustainable.

Motion/Action: On a motion by Jesse Rutherford, seconded by Mike Pruitt, the Commission approved the suggested revisions to the TJPDC Corporation MOU.

7. OLD BUSINESS:

a. *FY26 Amended Operating Budget

Christine Jacobs presented the final FY26 Amended Operating Budget for review and consideration by the Commission. It includes just over $42 million in revenue and nearly $40 million in expenses, with an anticipated $110,000 gain for the year. She explained five changes in the budget since the Board received the draft last month.

Motion/Action: On a motion by Tony O'Brien, seconded by Ernie Reed, the Commission unanimously voted to approve the FY26 Operating Budget as amended.

8. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine provided an update on office space renovations, noting that we are near the end of original scope of work, and are awaiting the final agreement on change orders. She also shared with the Commission that Ruth is resigning from the TJPDC, effective at the end of March, to deal with a personal family matter.

9. *CLOSED SESSION:

See ATTACHED.

10. OTHER BUSINESS:

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

b. Next Meeting – April 2, 2026, 7 pm

Items for next meeting:

i. Appointment of Nominating Committee for Officers
ii. Blue Ridge Cigarette Tax Board Six-Month Update/Presentation
iii. FY27 Rural Transportation Work Program and Budget – For Consideration/Approval
iv. FY27 CA-MPO Unified Planning Work Program Update – No Action
v. FY27 Draft Operating Budget – For Review – No Action
vi. Executive Director Evaluation (Closed Session)
vii. February 2026 Financials

11. ADJOURNMENT:

The March 5, 2026, Commission meeting was adjourned at 8:45 pm.

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