

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

DRAFT Minutes, June 4, 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		Taylor Jenkins Lowery, Director of Transportation	x	
Fluvanna County					
Tony O'Brien (7:11 pm)	x				
Keith Smith, Chair	x				
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Yonna Smith	x	
City of Charlottesville					
Jen Fleisher	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 7:01 pm. David Blount took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation (if needed): None

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.



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

3. ADMINISTRATION:

a. Vote to Amend Agenda

Motion/Action: On a motion by Jesse Rutherford, seconded by Jen Fleisher, the Commission agenda was amended to add Item 9b, Consideration of Resolution to Authorize the Renewal of the Executive Director's Employment Agreement.

b. Special Recognition

Tony O'Brien presented Keith Smith with a Resolution of Appreciation from the Commission for his 15 years of service on the TJPDC Commission, which included many years serving as the Commission Treasurer and this past year as Chair.

c. TJPDC Officer Election

The slate of officers presented by the Nominating Committee at the May meeting is as follows:

Chair – Michael Payne, City of Charlottesville
Vice-Chair – Manning Woodward, Louisa County
Treasurer – Ned Gallaway, Albemarle County
Secretary – Christine Jacobs (or designee)

Motion/Action: On a motion by Jesse Rutherford, seconded by Tim Goolsby, the Commission unanimously approved, by roll call vote, the nominated slate as TJPDC officers for FY2027.

4. PRESENTATIONS:

None

5. *CONSENT AGENDA:

- a. Minutes of the May 7, 2026 Meeting
- b. April Financial Reports
 - i. April Dashboard Report
 - ii. April Consolidated Profit & Loss Statement
 - iii. April Balance Sheet
 - iv. April Accrued Revenue Report

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

6. NEW BUSINESS:

a. SMART SCALE STAFF MEMO AND RESOLUTION OF SUPPORT

Taylor Jenkins, Director of Transportation, presented this item. She noted that the Commission historically has provided a resolution of support for project applications within rural areas of its boundaries, as it serves as the governing body for the rural transportation program.

Motion/Action: On a motion by Ned Gallaway, seconded by Jesse Rutherford, the Commission approved a resolution supporting the submission of Smart Scale applications requesting transportation funding by the localities, specifically for two projects each in Greene and Nelson Counties.

b. VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT/COMMUNITY DEVELOPMENT BLOCK GRANT REGIONAL PRIORITIES

Christine Jacobs shared that the Virginia Department of Housing and Community Development (DHCD) annually asks Planning District Commissions to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program, which DHCD administers. No anticipated regional projects were identified in the Regional Priority Worksheet.

Motion/Action: On a motion by Michael Payne, seconded by Jen Fleisher, the Commission unanimously approved the 2026 CDBG Regional Priorities, as presented.

7. OLD BUSINESS:

None

8. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs noted that her report was included in the meeting packet. She noted that TJPDC had welcomed a new Environmental Intern this past month. Christine participated in a Charlottesville Chamber trip to Chapel Hill to learn about their efforts in economic development, housing production, transit, and other regionalism-related items.

9. CLOSED SESSION:

a. Per *Code of Virginia* § 2.2-3711(A)1 – TJPDC Executive Director Annual Evaluation

Using the attached closed session form, prepared by David Blount, the TJPDC Commission conducted the closed meeting procedures and certification required by § 2.2-3712. The closed session was held per *Code of Virginia* § 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom during the closed session.

- b. Resolution to Authorize the Renewal of the Executive Director’s Employment Agreement**

Motion/Action: On a motion by Tommy Barlow, seconded by Tim Goolsby, the Commission unanimously approved, on a roll call vote, the Resolution to Authorize the Renewal of the Executive Director’s Employment Agreement.

10. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction**

- b. Next Meeting – August 6, 2026, 7:00 pm**
No July Meeting (unless special session is needed)

Items for next meeting:

- i. Virtual Meeting Policy (annual)
- ii. Resolution Authorizing Signing DRPT Master Agreement
- iii. Housing Preservation Grant Pre-Application and Inter-Governmental Review and Resolution – For Consideration/Approval
- iv. Regional Housing Study Update
- v. May and June Financials – Year in Review
- vi. Solid Waste Management Plan Update/Presentation

10. ADJOURNMENT:

Motion/Action: The meeting was declared adjourned at 8:10 pm.

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