

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, March 7, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway, Chair	x		David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Director of Finance		
Tony O'Brien, Vice Chair	x		Sandy Shackelford, Director of Planning and Transportation	x	
Keith Smith, Treasurer	x		Lucinda Shannon, Senior Regional Planner	x	
Greene County			Lori Allshouse, VATI Program Director	x	
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford			Sean Tubbs		x
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:01 pm. Ruth Emerick took attendance by roll call 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 County, VA for a medical reason.

Motion/Action: On a motion by Tommy Barlow, seconded by Mike Pruitt, the Commission unanimously allowed Manning Woodward to participate remotely at the March 7, 2024, 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. 2022 Virginia Telecommunication Initiative (VATI) Update

Lori Allshouse, VATI Program Director, provided a bi-annual update on the 13-jurisdiction, \$79 million VATI grant from the Virginia Department of Housing and Community Development. The updates included project progress, financial management, TJPDC staff site visits, and the VATI 2024 grant application to expand the project.

b. Draft FY25 Rural Transportation Work Program and Budget

Sandy Shackelford, Director of Planning and Transportation, shared the draft Rural Transportation work program and budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April meeting for consideration and approval.

c. Comprehensive Economic Development Strategy (CEDS) Plan Update

Ruth Emerick, Chief Operating Officer, provided an update on the CEDS planning process. Public comment on the draft will begin at the end of March and conclude in late April. The final plan will come before the Commission in their May meeting for consideration for approval. Once the CEDS is approved by the EDA, the TJPDC will be responsible for annual reporting on strategy progress.

d. Regional Transit Governance Study Presentation and Final Report

Lucinda Shannon, Senior Regional Planner, presented an overview of the Regional Transit Governance Study and shared the final recommendations. The TJPDC received a MERIT Technical assistance grant in 2022 from the Virginia Department of Rail and Public Transportation to complete a Regional Transit Governance Study as a part of the work to explore the creation of a Regional Transit Authority. The study concluded in December 2023 and was presented to the Regional Transit Partnership in their February meeting, at which they voted to endorse the recommendations from the study.

Motion/Action: On a motion by Phil d’Oronzio, seconded by Ernie Reed, the Commission unanimously accepted the Regional Transit Governance Study final report and endorsed the final recommendations in the study.

4. CONSENT AGENDA: Action Items

a. Minutes of February 8, 2024, Meeting

Motion/Action: On a motion by Phil d’Oronzio, seconded by Mike Pruitt, the Commission unanimously approved the February 8, 2024, Commission meeting minutes as presented, with abstention by Tommy Barlow.

b. January Financial Reports

Christine Jacobs gave an overview of the financial reports for January.

Motion/Action: On a motion by Keith Smith, seconded by Mike Pruitt, the Commission unanimously accepted the financial reports as presented.

5. NEW BUSINESS:

a. FY21 Re-Issued Audit Memo and Draft FY21 Re-Issued Audit

Christine Jacobs shared that through a compliance review, staff learned that the Virginia Department of Housing and Community Development changed the funding source for the last tranche of funding from Federal Cares Act funding to Virginia State Housing Trust Fund money. This requires re-classifying \$170,000 in federal funds to state funds in both our FY21 Audit and FY21 Schedule of Expenditures of Federal Funds (SEFA).

Motion/Action: On a motion by Phil d’Oronzio, seconded by Ernie Reed, the Commission unanimously accepted the FY21 Re-Issued Audit as presented.

b. TJPDC Corporation Appointments (Greene, Albemarle, Louisa)

Ruth Emerick shared that Supervisor Jim Andrews, Supervisor Rachel Jones, and Commissioner Andrea Wilkinson were the former members from Albemarle, Louisa, and Greene, respectively, on the TJPDC Corporation's board. The Corporation's bylaws require that there are at least seven (7) members, six (6) of which are appointed by the TJPDC Commission to represent each member locality, with a minimum of four (4) being current commissioners. A new member from Albemarle, Louisa, and Greene need to be appointed.

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously appointed Supervisor Michael Pruitt, Supervisor Manning Woodward, and Supervisor Tim Goolsby to the TJPDC Corporation board as the Albemarle, Louisa, and Greene County representatives.

c. Executive Director Evaluation Process Begins

Ned Gallaway gave an overview of the Executive Director evaluation process from prior years and what the process will look like this year.

6. OLD BUSINESS:

a. FY24 Amended TJPDC Operating Budget

Christine Jacobs shared that two changes have been made to the FY24 Draft Amended Operating Budget since it was presented in February.

Motion/Action: On a motion by Keith Smith, seconded by Tony O'Brien, the Commission unanimously approved the FY24 Thomas Jefferson Planning District Commission's Amended Operating budget as presented.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

A staffing update, including transition planning, was shared. Both Sandy Shackelford and Curtis Scarpignato will have their last day with the TJPDC on Friday, March 8th.

As part of the Safe Streets and Roads for All/Move Safely Blue Ridge project, a leadership commitment to reducing fatalities and serious crashes was before each of the governing boards of the TJPDC member jurisdictions in their February and March meetings.

The Long-Range Transportation Plan is in the final stage of community engagement and will be before the MPO committees in their April and May meetings. Both the CA-MPO and Rural Tech Advisory

committees will continue to review the proposed FY25 work programs. Staff will begin to work on Smart Scale applications for both the MPO and for rural jurisdictions.

The TJPDC submitted a \$3,334,000 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the Preliminary Engineering (PE) phase of the Rivanna River Bicycle and Pedestrian Bridge. While the grant was not awarded in the previous round, staff were encouraged by representatives from USDOT to resubmit the project due to its merit status.

8. OTHER BUSINESS:

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

b. Items for Next Meeting – April 4, 2024

- i. Appointment of Nominating Committee for Officers
- ii. FY25 Operating Draft/Budget Memo
- iii. FY25 Rural Transportation Work Program and Budget
- iv. FY25 CA-MPO Unified Planning Work Program Update
- v. Blue Ridge Cigarette Tax Board Update
- vi. Rideshare Commuter Assistance Program Strategic Plan Update
- vii. Executive Director Evaluation (Closed Session)

9. ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Mike Pruitt, the Commission unanimously voted to adjourn the March 7, 2024, Commission meeting at 8:56 pm.

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