

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Draft Minutes, September 1, 2016

Commissioners Present:

Rick Randolph – Albemarle County
Genevieve Keller – Charlottesville
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Tommy Barlow—Louisa County
Larry Saunders – Nelson County

Commissioners Absent:

Brad Sheffield – Albemarle County
Bob Fenwick– Charlottesville
Tony O’Brien – Fluvanna County
Toni Williams – Louisa County
Tim Padalino – Nelson County

Staff Present:

Chip Boyles, Executive Director
Billie Campbell, Senior Program Manager

Call to Order: Chair Andrea Wilkinson called the Commission meeting to order.

Matters from the Public – None

Consent Agenda: Items on the consent agenda included the draft minutes of the August 4, 2016 meeting, and the monthly financial reports for July 2016. **On a motion by Rick Randolph, seconded by Dale Herring, the Commission unanimously approved the Consent Agenda,** with Andrea Wilkinson abstaining on the minutes.

Resolutions:

Support for GO Virginia Regional Administration by CVPED: Chip Boyles reviewed the revised Resolution, incorporating a Be It Further Resolved Section adding reference to a comprehensive economic development plan be prepared that includes individual consideration of each city and county government within the region, continuity and consistency between locality Comprehensive Plans and the GO Virginia Regional Economic Development Plan, and adequate representation of local elected officials on the GO Virginia Board. After discussion, the second provision under Be It Further resolved was revised to read:
2. That the GO Virginia Regional Economic Development Plan be reviewed and considered for continuity and consistency with each city and county Comprehensive Plan. **On a motion by Gennie Keller, seconded by Dale Herring, the Commission unanimously approved the Resolution of Support for CVPED, Virginia Initiative for Growth & Opportunity GO Virginia, as amended.** The resolution will be revised as noted, signed and submitted to CVPED. The region definitions have not yet been finalized.

Employee Handbook: The draft of the updated Employee Handbook was revised to add language for equal protection and anti-harassment, drawing on a document from the Charlottesville’s Office of Human Rights. Gennie Keller had additional comments related to the dress code. These revisions will be incorporated, with the handbook brought back to the Commission for approval at a later meeting. There was also some discussion of holidays at the end of the meeting, indicating a preference to name a holiday to replace Lee-Jackson Day, rather than providing a generic floating holiday.

Endorsement of VDOT Smart Scale Rural Transportation Applications: VDOT’s Smart Scale (formerly known as House Bill 2 or HB2) transportation funding requests are due for local governments and



transportation agencies at the end of September. Applicants have until November to obtain endorsement from their regional transportation planning agencies, PDC's for rural and MPO's for urban. The TJPDC has been working with localities to review and recommend to the Commission their projects. These recommendations are presented in the resolution for consideration by the Commission. Projects in Nelson County are in VDOT's Lynchburg District; the balance of projects are in the Culpeper District, except the intersection improvements at Route 250 and Route 151, which will be managed by the Lynchburg District. **On a motion by Rick Randolph, seconded by Dale Herring, the Commission adopted the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding.**

Executive Director's Report: The written report was included in the meeting packet. Chip Boyles provided information on the financial reports and items that were not covered elsewhere on the agenda:

July 2016 Financials: Based on recommendations coming out of TJPDC Finance Committee meetings, some elements of the monthly financial dashboard report have been revised. The average monthly expenses are now based on a 12-month rolling average instead of six, to mitigate the swing in operating expenses resulting from posting the audit costs to September and November. The last report in the dashboard has been renamed to "Revenue Less Expenses" to reflect the actual computation of financial data. There was a small net loss of \$2,961 for the month of July, due to end of year administrative tasks as well as vacation time and holiday, which reduced billable hours. The accrued revenue report shows a lower level of available funds per month than actual expenses. This is because committed grants and projects that are not yet under contract are not reflected in the Grant Contract Remaining column. The signed RideShare agreement is now in place, and funds will be reflected in the August report. An agreement is also in the works for the Route 29 Corridor Plan in Nelson County.

FY17 & FY18 Budgets: The submission date for the Charlottesville and Albemarle budget submission is October 20, necessitating action on the FY18 projected budget at the October meeting. This is always a balance budget estimating our future year's revenue and expenses, and setting our local government funding requests. The budget will reflect a per capita rate for the Legislative Liaison, and assign work to localities for per capita funds not committed as match to programs. The FY17 Final Budget will be presented for adoption at the November meeting.

Closed Session:

Motion to Ender Closed Session: Genevieve Keller moved that the Commission be convened to a closed session pursuant to personnel exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss personnel issues, for the purpose of employee performance review. The motion was seconded by Rick Randolph. The vote in favor was cast by Commissioners:

Rick Randolph
Genevieve Keller
Keith Smith
Dale Herring
Andrea Wilkinson
Tommy Barlow
Larry Saunders

Motion to Exit Closed Session: Genevieve Keller moved that the Commission exit closed session. Motion seconded by Rick Randolph. The motion passed unanimously.

Motion to Certify: Genevieve Keller moves that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Keith Smith.

The vote in favor was cast by Commissioners:

Rick Randolph
Genevieve Keller
Keith Smith
Dale Herring
Andrea Wilkinson
Tommy Barlow
Larry Saunders

Actions from Closed Session:

Other Business:

Next meeting: The next meeting will be held October 6, 2016.

TJPD Commissioner Roundtable Reports:

Adjournment: On a motion by Rick Randolph, seconded by Genevieve Keller, the meeting was adjourned.