

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Draft Minutes, October 6, 2016

**Commissioners Present:**

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

**Staff Present:**

Chip Boyles, Executive Director  
Billie Campbell, Sr. Program Mgr  
Wood Hudson, Sr. Envir. Planner

**Commissioners Absent:**

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

**Guests Present:**

Beth Barber, OLLI  
Sue Friedman, Alzheimer’s Assoc.  
Rachel Kingry, Sen. Kaine’s office  
Natalie Miner, UVA Student  
Eve Stinger, UVA Student

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

**Matters from the Public**

Comments from the Public: None

Presentation on the Charlottesville Area Alliance – working together for age-friendly communities: Chip Boyles introduced Beth Barber, Executive Director of the Osher Lifelong Learning Institute (OLLI) at UVA and Sue Friedman, Executive Director of the Alzheimer’s Association Central and Western Virginia Chapter. Beth Barber began the presentation. She attended the Governor’s Conference on Aging in May, focusing on more livable communities. Elders are a benefit to communities. They contribute as volunteers, mentors, tax payers, and voters. They also have needs, which are generally similar to the needs of people at any age. Adjustments to community amenities can benefit a wide range of people, not just elders. A sidewalk works for both wheelchair users and parents pushing a stroller. The Charlottesville Area Alliance (CAA) is a mechanism for working together for an age-friendly community. The group has a charter, has developed templates for Bylaws and Articles of Incorporation. Pursuing its own organizational and non-profit status is one option. CAA wants to be inclusive and will investigate and select the best vehicle to move forward. CAA members have met with groups in other communities, including Fredericksburg, Culpeper and Washington, DC. By the year 2025, one in four households in our region will include someone over 65, a ratio that will be reached nationally in 2030. People tend to age in place, particularly in rural areas, and our region is also a popular retirement destination. A challenge for our region is mobility; 26% of all seniors live alone. Social isolation is a significant challenge that has an adverse effect on wellness. Transportation is necessary for medical care, shopping, and social activities. Housing needs to be adequate, affordable and appropriate. Age-friendly is not about old people; new and additional programs are not needed; goals need to work for everyone. Many amenities that appeal to the elderly are also desired by millennials, such as walkable communities. Age-friendly is good for everyone; planning for the needs of an aging population will also meet the needs of all constituents.



Sue Friedman provided some history of CAA. The group that is now CAA began meeting in 2014, initially to welcome Marta Keane as the new Executive Director at JABA. The group realized early on that there was no one voice for age friendliness. In 2015, the group included 8 organizations: Alzheimer's Association, Hospice of the Piedmont, JABA, JAUNT, OLLI, the Senior Center, Westminster Canterbury of the Blue Ridge, and Cville Village. The group has now expanded to also include TJPDC, Martha Jefferson Hospital, UVA Health System, Albemarle County, the City of Charlottesville and Region Ten. CAA's vision is for the greater Charlottesville area to be the most age-friendly community in the country. CAA's mission is to lead the advancement of an age-friendly community. CAA will focus on five areas: evaluation, planning and operations, education, advocacy, and engaging everyone. The goal is a common understanding of needs and issues to encourage policy and action. The World Health Organization (WHO) has created a checklist of essential age-friendly features, which includes 8 Life Elements: Outdoor Spaces and Buildings, Transportation, Housing, Social Participation, Respect and Social Inclusion, Civic Participation and Employment, Communication and Information, and Community and Health Services. Partners for CAA include anyone and everyone: advocates, leaders, contributors, and stakeholders in the community serving or advising the senior population. The Steering Committee is composed of 13 members, with a core of "lead organizations" including TJPDC. Standing work groups for the five focus areas will align with CAA goals. TJPDC has adopted a resolution of support for CAA at their August meeting, which also supports Chip Boyles' participation as the TJPDC representative. Keith Smith volunteered to serve as Fluvanna's representative. Rick Randolph noted that TJPDC is represented by Chip, and that Commission Brad Sheffield also serves on the CAA representing JAUNT. With Keith stepping forward to represent Fluvanna, TJPDC has 3 representatives involved in CAA. He encouraged CAA to work with the TJPDC Commission, and to strategize on making this a regional effort. Chip Boyles noted that he will engage Commissioners as the organization develops, with an emphasis on planning and transportation.

**Consent Agenda:** Items on the consent agenda included the draft minutes of the September 1, 2016 meeting, the monthly financial reports for August 2016, and a Resolution recognizing October 2016 as Community Planning Month. **On a motion by Rick Randolph, seconded by Keith Smith, the Commission unanimously approved the Consent Agenda,** with Bob Fenwick abstaining on the minutes.

### **Resolutions:**

**Consideration of FY2018 Projected Budget and Local Revenues:** Chip Boyles reviewed materials in the meeting packet, including a memo on the FY18 Projected Budget Approval and FY17 Final Amended Budget Schedule; budget table showing the FY16 Amended Budget, FY16 Actuals, FY17 Operating Budget (adopted on May 2016), and the FY18 Projected Budget; a table detailing FY18 Operating Budget Revenues; and tables of Member Assessment, showing the FY17 requested amounts, FY17 funded amounts, and FY18 Proposed Requests. The action at this meeting is to set the requests to localities; the first submission is to Charlottesville and Albemarle, due October 20, 2016, necessitating action at this meeting. The projected FY18 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget and is adjusted to include changes that have occurred and are expected. The FY18 projected budget is very conservative in projected revenues and anticipates a balance budget. The recommendation is to keep the per capita rate the same at \$0.62, adjusting only for population using the latest figures from the Weldon Cooper Center. The budget also bases the allocations for the Legislative Liaison on a per capita basis, using \$0.40, which is in line with past requests. The recommended requests also include a total of \$10,500 for the Rivanna River Basin Commission, allocated on a formula that includes consideration of impervious land cover, stream miles and populations, among the four localities in the Rivanna River Basin: Charlottesville, Albemarle, Fluvanna and Greene. A request for funding from Greene County for RideShare is also included; funding requests from the other five localities have been kept constant with FY17 to avoid a shortfall if Greene County does not elect to fund RideShare. The memo in the packet detailed changes to revenue and expenses for FY18. TJPDC staff has also begun to

track time spent on meetings or projects for each locality, as a way to document TJPDC work, and to keep those staff expenses out of Administration and the indirect cost pool. A similar project number has been set up to track work on regional projects and initiatives. Ideally, Commissioners would held decide how to define projects for their respective locality. **On a motion by Keith Smith, seconded by Rick Randolph, the Commission unanimously approved the Resolution Approving the FY2018 TJPDC Projected Budget.**

Endorsement of VDOT Smart Scale Rural Transportation Applications: The meeting packet included a table detailing the rural Smart Scale projects, and a resolution. The resolution is for rural projects only; projects in the City of Charlottesville and urban portions of Albemarle County are endorsed by the Metropolitan Planning Organization (MPO) Policy Board. Across the state, \$8 billion in projects were submitted; \$300 - \$400 million is available. Commissioners noted that the funding pales in comparison to the demand and need, and the applications submitted may not represent all of the need. **On a motion by Rick Randolph, seconded by Bob Fenwick, the Commission unanimously adopted the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding.**

Public Hearing and Acceptance of Regional 2016 - 2021 Year Solid Waste Management Plan: Senior Environmental Planner Wood Hudson presented the 5-year Update of the Regional Solid Waste Plan. The Draft Plan was included in the meeting packet for Commissioner review and comment. The public hearing was advertised in the Daily Progress.

The Thomas Jefferson Solid Waste Planning Unit (TJSWPU) includes the City of Charlottesville, the Counties of Albemarle, Fluvanna, and Green, and the Towns of Stanardsville and Scottsville. Nelson County participates in Region 2000's Solid Waste Plan, and Louisa County maintains its own plan. Key findings were:

- There is adequate permitted capacity at area transfer stations to meet 2035 projected capacity requirements.
- No active landfills in the SWPU means that all waste is handled by transfer stations, convenience centers, or materials recovery facilities. Waste is transported outside of the region for disposal and recycling
- Of the waste that is generated in the region, 65% is landfilled and 35% is recycled
- Regional per capita waste generation weight is higher than the national average 1.3 tons versus around 0.9 tons for the state and national average

The initial Regional Solid Waste Plan was developed in 1992. The plan is updated on a 5-year cycle. There was a question about private operations in the region. These are inspected by the Department of Environmental Quality (DEQ), and not by localities. The plan does not address the financial viability of private operations. It was also noted that Albemarle County has been engaging in a lot of planning for solid waste. There were no additional comments from the public. **On a motion by Bob Fenwick, seconded by Dale Herring, the Commission unanimously approved the Resolution for Adopting the TJSWPU Solid Waste Management Plan October 2016 Revision.**

Employee Handbook: The draft of the updated Employee Handbook was previously presented to the Commission. In response to concerns due to recent lawsuits on dress codes that were not gender neutral, the section on attire was revised to be more generic. The other change based on discussion at previous meetings was to designate Veterans' Day as a holiday in lieu of Lee Jackson Day. On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously adopted the Revised Employee Handbook.

Executive Director's Report: The written report was included in the meeting packet. Chip Boyles highlighted new projects for localities:

- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.

**Other Business:**

Next Meeting: The next meeting is scheduled for November 3, 2016. The Audit Committee will meet immediately prior to the Commission meeting at 5:30 p.m.

**TJPD Commissioner Roundtable Reports:**

- Nelson: Larry Saunders reported that the LOCKN’ Festival 2016 was held August 25- 28 in Arrington, Virginia., and was a successful event.
- Greene: Dale Herring reported that the Board of Supervisors held a work session with the School Board the end of September to review the School Facilities Study. Updates to current facilities and sites were discussed, as well as the need for a new school to provide capacity relief.
- Louisa: Tommy Barlow reported that the County’s participation in the National Flood Insurance Program may be revoked if its flood ordinances are not revised.
- Charlottesville: Bob Fenwick noted the need to keep a finger on the pulse of federal funding changes. Chip will attend the Governor’s Transportation Conference in October.
- Albemarle: Rick Randolph noted that the County was nearing completion of its Broadband report. The County also received a presentation the previous day from the Renaissance Planning Group (RPG) on the small area plan for Route 29 and Rio Road. Possible approaches include public-private partnerships, form-based code, code changes, and financial incentives to transform the aged mall and shopping corridor from auto-centric to encourage walking and bicycling. The County is also looking at options for the Courts complex, which will include a public discussion of the options and a decision made in public session. The process will include officials from Charlottesville.
- Fluvanna: Keith Smith reported that work on 2 roundabouts (at 15/53 and 618/53) has begun. The projects will include engineering work, procurement and construction.

**Closed Session:**

Motion to Ender Closed Session: Dale Herring 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
- Bob Fenwick
- Keith Smith
- Dale Herring
- Andrea Wilkinson
- Tommy Barlow
- Larry Saunders

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

Motion to Certify: Dale Herring 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:

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Rick Randolph  
Bob Fenwick  
Keith Smith  
Dale Herring  
Andrea Wilkinson  
Tommy Barlow  
Larry Saunders

**Actions from Closed Session: On a motion by xxx, seconded by xxx, the Commission adopted a resolution approving the employment agreement for the Executive Director of the TJPDC.**

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