

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**

Draft Minutes, February 2, 2017

**Commissioners Present:**

Rick Randolph – Albemarle County  
Brad Sheffield – Albemarle County  
Bob Fenwick – Charlottesville  
Genevieve Keller – Charlottesville  
Dale Herring – Greene County  
Andrea Wilkinson – Greene County  
Tommy Barlow – Louisa County  
Stephanie Koren – Louisa County (7:30 p.m.)  
Tim Padalino – Nelson County  
Larry Saunders – Nelson County

**Commissioners Absent:**

Tony O’Brien – Fluvanna County  
Keith Smith – Fluvanna County

**Staff Present:**

Chip Boyles, Executive Director  
Billie Campbell, Senior Program Manager  
Don Reed, Finance Director  
Nick Morrison, Planner

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

**Matters from the Public:**

Comments from the Public: None

Staff Presentation – Nelson County Projects: Nick Morrison reported on Nelson County projects that the TJPDC is working on. Staff is wrapping up the **Rockfish Valley Area Plan**. The first draft of the final document has been developed and is under review. As part of the project, the TJPDC mapped assets in the Rockfish Valley, documented existing conditions, conducted a successful series of public engagement including a survey and two public meetings, and developed a list of strategic recommendations. The succinct list of recommendations is focused on actions that are implementable, drawing from public input and a review of codes and ordinances. TJPDC is also working on the **Nelson 29 Economic Development Corridor Study**. This is a collaborative effort between Nelson County, the TJPDC, and 310 Ltd, a subcontractor developing a comprehensive, county-wide economic development marketing plan, which is in its beginning stages. The project’s Working Group met in November, and TJPDC has been mapping assets and identifying utility service and parcels suitable for development. The public engagement process will be kicking off soon. A series of posters has been developed, and small-scale printouts of these were circulated among Commissioners. A project-specific web page has been developed at <http://tjpd.org/nelson-29-economic-development-corridor-study/>. Chip added that this is a contractual arrangement, but also uses Nelson County per capita funds to reduce the additional cost to the county.

**Consent Agenda:** The consent agenda consisted of the draft minutes of the November 3, 2016 meeting and notes of the December 1, 2016 meeting as an information item. There was no quorum at the December meeting. There were no Intergovernmental Reviews (IGRs) presented, but Chip Boyles gave an update on the Atlantic Coast Pipeline. A public meeting is scheduled for February 22, 2017. There have been three changes in the meeting date in the last three weeks. TJPDC expects to be able to give a more detailed report at the next meeting. The Commissioners expressed an interest in a high-level review of the proposed project as an agenda item for the March meeting. The only item requiring action on the consent agenda were the minutes of the November meeting. **On a motion by Bob Fenwick, seconded by Brad Sheffield, the Commission unanimously approved the Minutes of the November 3, 2016 meeting as presented.**



## **Resolutions:**

**Approval of Amended FY17 Operating Budget:** Chip Boyles reviewed the Proposed Final FY17 Budget included in the meeting packet. Action on the amended budget was carried forward from December, due to the lack of a quorum at that meeting. The Commission's budget process included three different budgets for each fiscal year. The first budget for the fiscal year is for the purpose of submitting budget proposals to the six member localities. This had been done in November for a number of years, but earlier submission dates for some of the localities now necessitate acting on this in October. The Bylaws prescribe that the Commission adopt an operating budget at the May meeting. The final budget, used for financial reporting and the audit, had been approved in November in past years. With the need to act earlier on the projected budget due to early submission dates, it no longer makes sense for this to coincide with action on the projected budget, since only two months of financial data are available for the current fiscal year. Some changes have been made to the draft FY17 budget included in the December packet to reflect additional revenue sources and to revise expenditures based on six months of operating expenses. The February meeting may be the most suitable for adopting the final budget. Major adjustments in revenue from December include the additions of the SHRP2 I-64 Planning Grant and the 5<sup>th</sup> Street Station Hub & Trails project funded through VDOT, with some of this revenue offset by pass-through expenses for both of these projects, and additional staff to carry out all of the work. Some additional Audit and Legal costs have been included related to the name change and rebranding, as included in the Strategic Plan. Overall, the expectation is that revenues will exceed expenditures by \$54,685 for the year. **On a motion by Tim Padalino, seconded by Brad Sheffield, the Commission unanimously adopted the Resolution Approving the FY17 TJPDC Amended Annual Operating Budget.**

**Calendar Year 2017 TJPDC Regular Meeting Schedule:** Chip Boyles reviewed the Resolution for Regular Meeting Schedule for Calendar Year 2017, included in the meeting packet. The TJPDC establishes an annual regular meeting schedule for the 1<sup>st</sup> Thursday of each month at 7:00 p.m. except for the months of January and July. The current bylaws are not specific on the allowance of not meeting every month and will be considered for revision in February. Until then, the Commission may establish the year's meeting schedule noting that a quorum will not be present for the January and July meetings and thus cancelling those meetings. The listing in the resolution provided meeting dates for 2017, with the January and July meetings canceled due to lack of a quorum, and noted key items to be considered at meetings. This was revised to show February 2, 2017 as including action on the Amended Budget, and eliminating that text from December. **On a motion by Rick Randolph, seconded by Brad Sheffield, the Commission unanimously approved the Resolution for Regular Meeting Schedule for CY2017 as amended.**

**Resolution for TJPDC appointees to GO Virginia Regional Council:** Chip Boyles reported that staff worked with the GO Virginia Planning Committee after soliciting and receiving applications of interested elected officials and chief administrative officers from our PDC region. Upon review of the needs of the regional council and meeting the requirements of the state GO Virginia Board, the committee recommends Supervisor Fitzgerald Barnes of Louisa County and County Administrator Steve Carter of Nelson County to represent the TJPDC. The Commission is also requested to confirm the ex-officio position of the Executive Director. In addition to three public officials from each PDC, public sector members will also include an Economic Development Director from each PDC, and the Presidents of UVA, PVCC, and LFCC. The Chambers of Commerce have gone through a nominating process for the 12 private sector members for both regions, and those nominees have been submitted to the CVPED Board. The Regional Council bylaws will be submitted to the state for a March consideration of certification. **On a motion by Rick Randolph, seconded by Brad Sheffield, the Commission unanimously approved the Resolution for GO Virginia TJPDC, naming Fitzgerald Barnes of the Louisa BOS as the elected official, Steve Carter of Nelson County as the chief administrative official, and Chip Boyles as the TJPDC Director.**

**Quarterly Financial Reports Through December 31, 2016:** Chip Boyles noted that financial reports are presented in detail every quarter to the Commission. For the quarter ending December 31, 2016, Net Quick Assets have declined slightly to \$489,502, which represents over 6 months of operating expenses. It is the TJPDC's goal to build our reserves to at least 6 months operating expenses in reserves, and to fund capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, to utilize reserves for unanticipated grant match for local/regional grant opportunities and to save for the possible purchase of a building (space) at a future time. Unrestricted Cash on Hand exceeded the target level. There was a net loss of \$4,550 for the month of December, following a net loss in November. The concern level for this measure is 3 consecutive months with a shortfall. The year-to-date surplus falls considerably short of the YTD goal of \$25,000. With expected revenues and expenses as shown in the accrued revenue report, it is likely that TJPDC will surpass the target of \$50,000 by the end of the fiscal year, June 30, 2017. An audit governance letter from auditors Robinson, Farmer, Cox Associates was also included with the financial reports, due to a new audit requirement. There were no issues with the audit, and the letter reports that the financial statement disclosures were neutral, consistent and clear. No significant difficulties were encountered dealing with management in performing and completing the audit. **On a motion by Rick Randolph, seconded by Bob Fenwick, the Commission unanimously accepted the quarterly financial reports.**

**Executive Director's Report:** The written report was included in the meeting packet. Chip Boyles highlighted some items from his report, not covered elsewhere in the meeting:

- Staff assisted Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area. Jason Smith is the new Economic Development Director for the County, and worked with the TJPDC on an update to the brochure created some years ago. A copy of the brochure was included in the had-copy meeting packets.
- A proposal has been submitted to the Charlottesville and Albemarle Planning Commissions and elected bodies for the continuance of regional planning studies for areas along the Rivanna River. The proposals range from no cost work to maintain a Rivanna Planning Committee and communication for partnership opportunities, to minor planning and up to a Master Plan for the river area. TJPDC cannot move forward with any options until direction is given by the two localities.
- Staff has submitted proposals to Greene County (FY18) and Albemarle (FY17) to perform contractual planning services. Greene County is moving forward with planning for the Ruckersville and County Store areas. Albemarle County has asked the TJPDC to assist its planning staff with small area plans for 2 of 7 neighborhoods.
- TJPDC is working with Louisa County Administrator Christian Goodwin to hold the March meeting at the Spring Creek Clubhouse. Meetings will be rotated around the planning district, with two to three each year held in a different locality. Chip will confirm the March meeting location with Commissions in the next week or so.

### **Other Business:**

**CDBG 2017 Regional Priorities:** A memorandum and Ranking Worksheet from DHCD were included in the meeting packet. Action to establish regional priorities will be needed at the March meeting. The form to be submitted by March 24, 2017 will also need to list expected 2017 CDBG Proposals from the region. Chip Boyles will reach out to localities for input before the March meeting.

**Draft Revised Bylaws for 30-day review:** Proposed changes to the Bylaws were distributed December 1. Additional changes from Commission discussion have been incorporated. Additional recommended changes from discussion at the meeting included:

- Article IV Meetings of the Commission, Section 2 – adopt the meeting schedule in February.
- Article VI Officers, Section 6 – leave nominating committee as consisting of 3 Commissioners

- Article VI Officers, Section 6. Strike the requirement for a secret ballot.
- Article VI Officers, Section 10. Delete “The treasurer’s” in the 3rd sentence to read “Financial reports will be submitted to the Commission at each regular Commission meeting.” Revise the first phrase in the 5<sup>th</sup> sentence to read “The Treasurer shall provide leadership and participate in the Finance Committee;”
- Article IX Receipts, Expenditures and Budget, Section 4. Remove duplicate language in the revised last sentence; “any payment’ is repeated unnecessarily. The phrase should read “if any payment is not paid”
- Article X: Remove the bullet “Motions need not be seconded.” Revise last bullet to read “Chair may restate motion before voting.”

Action on the Bylaws will take place at the March 2, 2017 meeting.

TJPDC Quarterly Report for QE 12-31-16: This report, sent to all member localities, was included in the packet for information only.

Next Meeting: The next meeting is scheduled for March 2, 2017. The meeting will include an orientation session and action on the Bylaws.

TJPD Commissioner Roundtable Reports:

- Nelson: Tim Padalino referenced Nick’s report on the Rockfish Valley area plan, and indicated that the plan was on the February 14 agenda for the Board of Supervisors. Tim also noted that there is good collaboration on the Route 29 Corridor study.
- Albemarle: Rick Randolph noted that the House was considering HB 2108 on Broadband rates and changes to the Virginia Wireless Services Authority Act. Stephanie Koren indicated that she was at the General Assembly during the afternoon, and that the bill was stripped down considerably and passed. It requires authorities to maintain records to comply with the FOIA. Brad Sheffield added that the County was searching for a new County Executive and Economic Development Director. The construction of Berkmar is moving ahead well and is expected to be complete by July 1.
- Louisa: Tommy Barlow noted that the County was providing a trunk line of ten towers for Broadband. The Broadband Authority is working with Andrew Cohill to determine locations. WISPs would prefer that the County not provide backhaul.
- Charlottesville: Gennie Keller reported that the City was beginning work on the Comprehensive Plan Review, developing a methodology for community engagement. The City and County held a joint session on the Rivanna River. The MPO and VDOT are working on area planning for Route 29/Hydraulic/Hillsdale, which TJPDC will manage.
- Greene: Dale Herring reported that the County was looking at Broadband; Chip Boyles came out to meet with department heads. It is difficult to identify what current service is in place; providers are not forthcoming with information. Larry Saunders noted that Nelson’s experience has been that Broadband takes a long time. They have been at it for 5 years and are just now seeing progress.
- New Commissioner: Stephanie Koren is the new Commissioner from Louisa, replacing Toni Williams. All Commissioners present introduced themselves.

Adjournment: There being no further business, the meeting was adjourned.