

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Draft Minutes, November 3, 2016

Commissioners Present:

Rick Randolph – Albemarle County
Brad Sheffield – Albemarle County
Bob Fenwick – Charlottesville
Genevieve Keller – Charlottesville
Tony O’Brien – Fluvanna County
Keith Smith – Fluvanna County
Dale Herring – Greene County
Andrea Wilkinson – Greene County
Tommy Barlow – Louisa County
Tim Padalino – Nelson County
Larry Saunders – Nelson County

Commissioners Absent:

Toni Williams – Louisa County

Guests Present:

David Foley, Robinson, Farmer Cox Associates

Staff Present:

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

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

Matters from the Public: None.

Consent Agenda: The consent agenda consisted of the draft minutes of the October 6, 2016 meeting. There were no Intergovernmental Reviews (IGRs) received during the month. The last page of the minutes was corrected to add in the names of the Commissioners making and seconding the motion for actions from the Closed Session. Rick Randolph had made the motion and Larry Saunders had seconded. **On a motion by Rick Randolph, seconded by Larry Saunders, the Commission unanimously approved the minutes of the October 6, 2016 meeting as corrected,** with Brad Sheffield, Genevieve Keller, Tony O’Brien and Tim Padalino abstaining.

Finance Reports:

FY2016 Audit Report from Robinson, Farmer, Cox & Associates: The Draft Financial Report for the Year Ended June 30, 2016 was included in the electronic meeting packet distributed to Commissioners. The Schedule of Findings was distributed as a handout at the meeting. David Foley gave an overview of the Audit Report to the Commission. The audit reports on three items: 1) the Financial Statements, 2) Internal Controls, and 3) Major Programs. The Auditor’s Report is Unmodified, with the auditor expressing the opinion that financial statements are presented, in all material respects, in accordance with the applicable financial reporting framework. This was a very clean audit, with no materials weaknesses or significant deficiencies identified. TJPDC is qualified as a low-risk auditee. Additionally, David noted that no audit adjustments were required, which is rare and reflects the strength of TJPDC’s financial team. Genevieve Keller reported on behalf of the Audit Committee. The Committee met with David Foley at 5:30 p.m. to go over the audit report in detail. The Committee identified a few minor edits, but nothing significant, and recommends acceptance of the audit. **On a motion by Keith Smith, seconded by Brad Sheffield, the Commission unanimously adopted the Resolution of Acceptance of Financial Report for Fiscal Year Ending June 30, 2016.**



Financial Reports Through September 30, 2016: Materials in the packet included the Financial Dashboard, Consolidated Profit and Loss Statement, Balance Sheet, and Accrued Grant Revenue report. Chip Boyles reviewed the materials with the Commission. Net Quick Assets have continued to increase, and exceeded the target of 6 months of operating expenses at the end of September 2016. The trend is positive and very constant. Using the 12-month average of monthly operating expenses results in less fluctuation in average operating expenses month to month. Unrestricted Cash on Hand dipped in August due to pass-through funding from VDOT for advertising related to the Route 29 Solutions construction. The reimbursement of \$123,000 was received in early September. Unrestricted Cash on Hand of \$331,577 at the end of September represents over 4 months of operating expenses, exceeding the target for that measure. September was another positive month for revenues less expenses, with a net surplus of \$2,607 for the month. Expenses for September included half of the annual audit expense. There have been only two months with a shortfall over the past year. The total year-to-date surplus of \$10,155 is slightly below the YTD target of \$12,500, but the Accrued Grant Revenue Report shows available funds for the rest of the year to average \$86,900, which would yield a surplus of about \$8,000 per month. **On a motion by Brad Sheffield, seconded by Dale Herring, the Commission unanimously accepted the Financial Reports through September 30, 2016.**

Executive Director's Report: The written report was included in the meeting packet. Chip Boyles highlighted some items from his report:

- Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. The draft study was presented at the joint CAMPO and SAW MPO held in Fishersville on October 26. The two MPOs are looking at a formal Memorandum of Understanding (MOU). The meeting involved about 50 people; about 30 took a tour of the Crozet Tunnel at the end of the meeting. Allen Hale led the tour and provided information on how the project came about. The TJPDC staff may take a tour at a later time, and Commissioners will be invited to join.
- The MPO is coordinating an I-64 corridor study with VDOT and the SAW MPO. This project will address congestion and safety and identify ways that transportation agencies can work together better. The corridor study began in October and will be a year-long effort.
- Staff continues to work on the Rockfish Valley small area plan project with Nelson County. A community meeting was held earlier this week. About 30 people attended. It was a positive and interactive meeting.
- Another project in Nelson County is just getting started. TJPDC 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 also assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area. TJPDC is working with the County's new Economic Development Director Jason Smith.
- Work on a possible Regional Conference has slowed, due to the increased work through local contracts and the interns leaving the end of August. After discussion at the Mayor and Chairs meeting last week, TJPDC is putting together a plan for periodic monthly meetings in the Water Street Center, with outside presenters on topics of regional interest, such as Public Private Partnerships and Broadband. The Mayor and Chairs indicated that some surplus funds might be available to cover some of the costs of training.

Other Business:

Draft VDOT 2016 Rural Transportation Cooperation Processes: The Preliminary Review Draft as of September 2016 was included in the meeting packet. VDOT has released this for review and comment. TJPDC staff have not yet fully reviewed it. VDOT is open to comments and suggestions. Some TJPDC comments on the Smart Scale process were incorporated into the final processes. Staff will develop and submit recommendations. The document is very detailed with a lot of information. The flow chart on the last page illustrates key input opportunities in the development of the Six Year Improvement Plan (SYIP). Commissioners are requested to review this and to also solicit review and comments from staff, so that TJPDC may forward those to VDOT and the Department for Rail and Public Transportation (DRPT).

At TJPDC, Will Cockrell is the Program Manager for transportation. The Rural Long Range Plan (RLRP) is moving forward. The I-64 Corridor project is underway. New planner Luke Juday is working on this project. Commissioners noted that they would like to have staff present reports at their meetings. The possibility of moving meeting locations around the region was also briefly discussed. This may make more sense when the daylight hours are longer, to facilitate finding an unfamiliar place for an evening meeting. Gennie Keller recommended updating the Statement of Qualifications (SOQ) to include Luke Juday.

TJPDC Bylaws Review Process: Chip Boyles noted that the last update of the TJPDC bylaws occurred in 2003. He and TJPDC Chair Andrea Wilkinson have identified a number of requirements and policies that are in conflict with current procedures. For instance, the Bylaws indicate that the Commission meets monthly, but it has been the practice for the past several years to cancel the July and January meetings. Some of the financial directives in the Bylaws don't work well in practice, such as having the Executive Director sign all checks; for instance, the Executive Director's expense checks need to be signed by someone else. The role of the Treasurer is more expanded in the Bylaws than in actual practice. Attendance requirements for the Commissioners may need some revision.

There was discussion about the size and composition of the Commission. This was established by the Charter and not the Bylaws; it would be helpful for Commissioners to also have a copy of TJPDC's Charter for review. The key element is to make the meetings meaningful and valuable for the Commissioners. Keith Smith offered to assist with red-lining the Bylaws. Staff will work on changes and circulate to Commissioners for review and comment. Revision of the Bylaws requires that proposed amendments be presented to each Commissioner at least 30 days prior to action at a meeting. Any proposed changes would not be able to be considered until the February meeting.

Delivery of the Draft FY17 Amended Operating Budget: Chip Boyles informed the Commission that staff has completed an amended FY2017 budget, to be considered for approval at the December meeting. The Commission approved a balanced FY17 operating budget in May. Since that time, TJPDC has received notice of local government contributions, completed three months of operations, received commitments of additional revenue sources, and received final FY16 financial reports and audit. This updated information allows preparation of a more realistic operations budget for the current fiscal year. A draft of the amended budget was included in the meeting packet. Staff will be glad to answer any questions, receive all comments and suggestions, and work with the Commission to present a final FY17 budget for approval in December. In past years, both the forecast budget for the subsequent fiscal year and the final budget for the current fiscal year were considered at the November meeting. Since the budget submission deadline for Charlottesville and Albemarle is now in October, the forecast budget and requests to localities were set by the Commission at the October meeting. The October meeting is too early to amend the current fiscal year budget, since only two months of operating information is available and additional revenue sources are not likely to be confirmed by that

time. With the audit presentation at the November meeting, the staff recommendation is to finalize the current year's budget at the December meeting for this year and going forward.

Other Business:

Next Meeting: The next meeting is scheduled for December 1, 2016. The meeting will include a presentation by representatives from the Virginia Department of Social Services, and consideration of the Final Operating Budget for FY17.

TJPD Commissioner Roundtable Reports:

- **Fluvanna:** Tony O'Brien informed the Commission that a solar farm will be developed in the county. His concerns about Land Use were dismissed by the Board of Supervisors.
- **Nelson:** Tim Padalino indicated that the Rockfish Valley Area Plan meeting on Tuesday was very constructive with good comments received. Larry Saunders added that concerns about Land Use enforcement and oversight, and its conveyance with the property, have also been issues.
- **Albemarle:** Brad Sheffield noted that the Board of Supervisors has been reviewing development plans for 290 acres in the County, and will be acting on that next week. Rick Randolph added that the County is continuing to look at options for the Courts complex, and also approved the investigation into a regional Broadband Authority. The County has an MOU on transportation with the City. There are many workers who commute from the region into Albemarle County. The addition of Wegman's and other stores at the Fifth Street Station project will attract both workers and shoppers from Buckingham, Fluvanna, Nelson and Augusta. The County's Economic Development Director is leaving, and the County is looking for a replacement, with an emphasis on regional approaches. Rick attended a meeting earlier in the day about a proposed solar farm near Scottsville.
- **Charlottesville:** Gennie Keller reported that the City and County Planning Commissions met jointly to discuss the rehabilitation and redevelopment of the Historic Woolen Mills building. The meeting was well-attended by the public. Bob Fenwick expressed a preference for short presentations, to better absorb the material. He noted that he serves on the Criminal Justice Board. He would like to better understand the overall work of the Commission and how it fits into state efforts.
- **Greene:** Dale Herring updated the Commission on the School Facilities Study. A new school is not being considered at this time. The study identifies priorities, costs, timeframe, and funding options to update current facilities and sites.

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