THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Draft Minutes, February 6, 2020

Commissioners Present:
Ned Gallaway – Albemarle County
Donna Price – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Tony O’Brien – Fluvanna County (7:10)
Dale Herring – Greene County

Commissioners Absent:
Eric Purcell – Louisa County
Keith Smith – Fluvanna County
Michael Payne – City of Charlottesville
Andrea Wilkinson – Greene County
Bob Babyok – Louisa County
Lisa Green – City of Charlottesville

Staff Present:
Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
Lucinda Shannon
Nick Morrison
Sandy Shackelford
Sara Pennington
Jessica Hersh-Ballering
Shirese Franklin
Gretchen Thomas

Guests Present:
Ernie Reed

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm. Chip Boyles shared that Charlottesville’s City Council is in session so members from Charlottesville may be late.

2. Matters from the Public:
   a. Comments by the Public: Ernie Reed, Nelson County Board of Supervisor, served on the TJPDC board for the last 2 years. He shared that he will attend the TJPDC Commission meetings as he can due to Nelson’s current revising of their Comprehensive Plan and his service on the VACO committee.

   b. Welcome to new Commission Members (and Introductions):
      - Ned Gallaway, Rio District, Albemarle County Board of Supervisor and Chair of the Board.
      - Dylan Bishop, Planning/Zoning Director, Nelson County, has been in her position for 7 months.
      - Chip Boyles, Executive Director, TJPDC, 6 years.
      - Dale Herring, TJPDC Commission Chair, Greene County Board of Supervisor, 5th year on the Commission.
      - Jesse Rutherford, Nelson County Board of Supervisor, 3rd year on the Commission.
      - Donna Price, Scottsville District, Albemarle County Board of Supervisor and Vice Chair of the Board.
      - Christine Jacobs, Chief Operating Officer, TJPDC, 2 years.
      - Lucinda Shannon, Transportation Program Manager, MPO, TJPDC, 4 months.
      - Shirese Franklin, Environment, Housing, HOME/HPG, TJPDC, 4 months.
      - Nick Morrison, Environment and Planning Program Manager, Rural Transportation, Small Area Plans, Mapping/GIS, TJPDC.
      - Sandy Shackelford, Director of Planning/Transportation, TJPDC, high-level overview of all programs, Zions Crossroad.
- Sara Pennington, Rideshare Program Manager, TJPDC, RTP – linking transit providers, 9 years.
- Jessica Hersh-Ballerig, Transportation Planning, Bike/Ped, CTAC, TJPDC.
- Gretchen Thomas, Administrative Assistant, TJPDC.
- Chip shared that other staff members include David Blount, Legislative Liaison and Deputy Director, TJPDC and Dominique Lavorata, Legislative Assistant, TJPDC, WIP. Both of them are in Richmond for the legislative session and were unable to attend.

c. Commission Orientation Overview: Chip Boyles shared that Commission packets would be made available on the TJPDC website one week in advance of meetings. If anyone needs a paper copy sent to them, please let us know. Mr. Boyles then provided a presentation on the history and current and future work of the TJPDC. Highlights from the presentation include:

- **Mission:** The TJPDC has a vision to serve our local governments by providing regional vision, collaborative leadership and professional service to develop effective solutions. The TJPDC’s funding is dependent on federal and state money.

- **Vision:** In 2018, the Commissioners refined the vision to include being, “*the intersection of ideas, partnerships and support creating a cohesive regional community.*” The TJPDC works to facilitate and convene ideas and regional work in the 6 jurisdictions. The Commission meets the 1st Thursday of each month, excluding July and January.

- **Funding:** The TJPDC is a regional government created by the General Assembly with no power to enact laws or ordinances, etc. The TJPDC receives Per Capita funding from each jurisdiction by population using the Weldon Cooper data at $0.62 per person. There is also an annual state appropriation thorough the Department of Housing and Community Development in the amount of $74,500 per year. The majority of the TJPDC’s funds come through federal and state programs for specific services such as HOME and HPG. The TJPDC receives VDOT money for the MPO and Rural Transportation Programs. There is Department of Environmental Quality money for watershed work as well as public contracts for service such as for a Small Area Plan for Cherry Avenue in the City of Charlottesville and a Neighborhood Inventory of Infrastructure for Albemarle County. The TJPDC also receives private and foundation grants for specific projects. Mr. Boyles shared several slides detailing annual revenues and expenses, with staffing as the highest cost for the organization. He shared that there are several pass-through payments, such as HOME, where the TJPDC receives administrative fees. Finally, Mr. Boyles shared that every $1.00 of per capita funding creates a $10.00 return of other funds spent on the region.

- **Funding from Local Governments:** In addition to Per Capita funds, local governments provide direct contributions for Solid Waste, the Rivanna River Basin Commission and Legislative Liaison. Rural Transportation and MPO funding are taken out of the Per Capita for participating jurisdictions. The balance of funds is divided as follows: 75% for regional projects (to include three or more localities) and 25% for local projects.

- **Services:** The TJPDC currently provides the following services: Transportation Planning, Land Use Planning, Grant Writing and Management, Environmental Planning, Technical Assistance, Legislative Liaison, Housing Program, and Leadership Facilitation.

• **Enabling Legislation:** State legislation identifies the geographic region of the TJPDC and requires that 51% of the commissioners are elected officials. Towns can join by request. Universities can be added by the General Assembly. For example, Virginia Tech is a member of their regional PDC.

• **History of Programs:** Mr. Boyles gave an overview of the agencies that have been borne out of the TJPDC, to include JAUNT, C-A MPO, the Thomas Jefferson Housing Improvement Corp (Piedmont Housing Alliance), TJPDC Corporation, HOME Consortium, Thomas Jefferson Area Coalition for the Homeless (TJACH), Central Virginia Partnership for Economic Development (CVPED), and Jefferson Area Board for Aging (JABA).

• **Bylaws:** Mr. Boyles gave an overview of the current Bylaws. He shared that they were last updated in 2017. He suggested that the Commission may want to look at the attendance requirement and consider a change from 3 missed consecutive meetings to 2. There was a brief discussion about how notification of missed meetings was delivered and to whom. Chip shared that he would send out a summary of bylaws items that could be considered for review in the March meeting for an April vote.

• **Commission Duties, Staff Contact Information, Programs and Functional Areas, Strategic Plan, Legislative Liaison:** Mr. Boyles gave a brief overview of the Commission duties and referred Commissioners to their orientation packet for further detail. He shared staff contact information. He indicated that the TJPDC Strategic Plan spans 5 years and that Legislative Liaison services have been provided for 20 years, with the recent addition of a Legislative Assistant for transition planning and support.

• **Financials:** Mr. Boyles shared that the funding fluctuates based on federal and state grants. There have been losses of up to $35,000 and gains up to $100,000 in any given fiscal year. The TJPDC’s goal is to have 5-6 month of reserves on hand at all times. There will be a building committee created to review leasing and purchasing options for a new office space for the TJPDC as the current lease expires. Currently, the TJPDC revenues are approximately $1.25 million without pass-through contracts. The Finance committee meets approximately two times per year related to the budget and the audit. The committee is made up of the Chair, Vice-Chair, Treasurer, and immediate Past Chair of the Commission. The FY 2019 Audit was ‘Unmodified’ report which is considered a very good audit. The TJPDC completes an annual operating budget in May of every year. In February, the Finance Committee submits and amended current year’s budget with updated revenues and expenses for March approval. In October, a Projected Budget is submitted estimating the next year’s operating budget. This projected budget establishes the local government funding requests for the upcoming fiscal year.

3. **Executive Director’s Report:**
   a. **Report is attached:** A written report was included in the meeting packet.
      1. Mr. Boyles shared that FY20 Final Budget will be presented for final approval at the March meeting.
      2. Mr. Boyles gave an overview of the staff monthly activity report. This report gives updates on each project that the TJPDC is working on as well as who the project lead, support staff, and director are for each.
      3. Mr. Boyles shared that David Blount, as Legislative Liaison, hosts a quarterly meeting with the Mayor and Board Chairs and Chief Appointed Officials of member jurisdictions. The most recent was held January 24th. The meetings include a legislative update and interactive discussion between the members on items such as transportation, budgeting, property taxes, raises for staff and include any topics of identified priority. Mr. Herring suggested that Commissioners please encourage their members to attend.

4. **Consent Agenda:** The consent agenda was moved to the March meeting due to the lack of a Quorum.
5. Quarterly Financial Report – December, 2019:
   a. Dashboard Report: Chip Boyles shared that a financial report will be provided every month but that the Commission will go through the reports in detail quarterly. The Financial Dashboard Report details Net Quick Assets, Unrestricted Cash on Hand, and Revenue less Expenses.
   b. The Profit & Loss: Mr. Boyles indicated that the Profit & Loss statements detail the total operational expenditures and revenues.
   c. Balance Sheet: The balance sheet shows the total assets and Liabilities & Equity of the organization. The total equity to date is nearly $700,000.00.
   d. Accrued Revenues: The Accrued Revenues Report shows the pipeline of existing projects and helps to monitor the status of projects. It shows that $737,508.00 grant contract funds remain for FY20. There is an average of approximately $122,000.00 contract funds available per month. This is then compared to the 12-month average of monthly operational expenses of approximately $99,000.00. There was a brief discussion on the benefit that the TJPDC has received by switching to the Virginia Investment Pool. Ned Gallaway suggested that it would be helpful if there was a brief description available for each of the programs on the activity report.

6. Resolutions: There were no resolutions for consideration.

7. Other Business:
   a. Roundtable Discussion by Jurisdiction:
      - Albemarle: Ned Gallaway shared that Albemarle is actively working on updating its Housing Policy and anticipated approval in the fall of this year. He also shared that the school division brought a balanced/level budget to the board. Finally, he shared that the board welcomed 2 new members who will replace Supervisors Randolf and Dill. Donna Price added that former Supervisor Randolf will now be a Planning Commissioner for Albemarle County.
      - Louisa: none
      - Charlottesville: none
      - Nelson: Dylan Bishop shared that Nelson was in the procurement process for their Comprehensive Plan. They are updating the scope of work and securing a consultant by June of 2020 for considered adoption the following year. Jesse Rutherford shared that Nelson is preparing for their annual budget consideration. He suspects that the budget will be more aggressive and is hopeful that there will be more Route 29 corridor initiatives. He briefly discussed the need for a new waste water treatment facility in Schuyler and how to spread the cost of the new facility that will only service 40 people. He shared that Nelson was in discussion on where to concentrate solar farms and how to consider that they do not bring tax revenue or jobs. He shared that the utility companies are looking for thousands of acres of land where they can put solar farms.
      - Greene: Dale Herring shared that Greene’s local transit would be joining with JAUNT due to personnel changes. He noted that their water project had a ‘hiccup’ and that they are trying to resolve the issue. Mr. Herring shared that Greene is also in the middle of their budget process and that VRS health and school budget requests are both higher than previous years. He indicated that the Solid Waste and Recycling initiative is picking up due to the fact that the TJPDC has been convening a regional group. He confirmed that a T-Mobile tower went up in Greene one week ago. Finally, he shared that Greene welcomed two new board members.
      - Fluvanna: Tony O’Brien briefly discussed a $10 million investment in a recycling plant at Zions Crossroad. He said they are continuing to work on finalizing the new water tower. He said, like
others, they are in the middle of their budget season and working through it with the new County Administrator, Eric Dahl.

b. Next Meeting: The next Commission meeting will be held on Thursday, March 5, 2020.

8. Adjournment: The Commission meeting was adjourned at 8:42 pm.
1. **Call to Order:** Dale Herring called the meeting to order at 7:00 PM.

2. **Matters from the Public:**
   a. Comments by the Public: None

3. **Executive Director’s Report:**
   a. Report: A written report was included in the meeting packet.

   Chip shared that David Blount will now serve as the Deputy Director/Director of Legislative Affairs, as second in charge. Christine Jacobs will serve as the Chief Operating Officer/Director of Housing and will no longer be with the Thomas Jefferson Community Land Trust (TJCLT). The TJPDC plans to hire a new staff member to fill Christine’s old roll as half-time TJCLT and half-time housing coordinator (or as other planner, as available). Shirese Franklin will assume the Regional Housing Plan management and assist with the Regional Housing Partnership management.

   **DRPT Audit:** The Department of Rail and Public Transportation completed its Compliance Audit for FY15-18. Findings indicated that the TJPDC materially complied with all necessary requirements to receive DRPT controlled funding.

4. **Consent Agenda:** The consent agenda consisted of the draft minutes of the October 3, 2019 Commission meeting, the FY19 Annual Financial Audit, and the Legislative support letter for broadband.
   - On a motion by Rick Randolph, seconded by Bob Babyok, the Commission unanimously approved the minutes of the October 3, 2019 Commission meeting.
   - On a motion by Rick Randolph, seconded by Andrea Wilkinson, the Commission unanimously accepted the FY19 Annual Financial Audit.
• On a motion by Rick Randolph, seconded by Tony O’Brien, the Commission unanimously approved the Legislative support letter for broadband.

5. Finance Report: Chip Boyles shared that there was a small deficit in September due to a couple of non-recurring expenses for IT server work and an audit payment to Robinson Farmer Cox. Further, there was a reduction in billable hours caused by two staff members not being hired until the 16th of the month. He also highlighted that the TJPDC’s 12-month average operating expenses are $99,081 per month. The TJPDC’s grants and contract balances for FY20 show $115,225 in available funds per month to cover the operating expenses.

6. Other Business:
   a. TJPD Commissioner Roundtable Reports:
      • Albemarle: Rick Randolph shared that Albemarle had been planning on $5 million in mitigation money from installation of the Atlantic Coast Pipeline that will likely not come to fruition. The County has a 99-year lease on the parkland at Biscuit Run. The Albemarle County Board of Supervisors passed a resolution asking the Virginia General Assembly for support in the form of $5 million for each of the next 2 years. Rick noted that the park would not be funded regionally but would serve as a Regional Park with soccer fields. The state would need $45 million to open it as a state park. Albemarle County would only need $35 million to open the park. Liz Palmer shared that the Planning and Coordination Council (PACC) is dissolving and turning into a technical committee with staff representation. She also noted that Albemarle County Board of Supervisors passed a Resolution of Intent to Address Fill and Waste Activities and will consider a recycling ordinance next year to manage redevelopment issues related to demolition debris. Finally, she shared that the Albemarle County Board of Supervisors welcomed two new board members.
      • Nelson: Ernie Reed reported that Nelson County also welcomed two new board members. Jesse Rutherford shared that Nelson County had an upcoming project that will be the first in the state. He withheld details until a future date. He also noted that Nelson will be working on the Lovingston streetscape project and Schuyler’s wastewater project. The Schuyler project was denied both grant and loan funding. They will be looking at private sewage/drain fields for 44 homes. With the lots on soapstone it could amount to a $5 million project.
      • Louisa: Bob Babyok shared that Louisa is in the final stages of their Comprehensive Plan rewrite. They are now looking at a zoning rewrite. He shared frustration with the James River Water Authority project because only one half of the story is being publicized. Bob shared that the county dropped their concealed carry permit fee. He also shared that 12 new businesses were coming to the Zion Crossroads area.
      • Charlottesville: Lisa Green noted that the City of Charlottesville had a Comprehensive Plan, Housing Policy, and Zoning rewrite coming up and that a consultant had been selected. She is particularly excited about the South First Street Public Housing Project and the community-led design and engagement that has occurred. Nikuyah Walker reiterated the work that was going into the planning and financing of the South First Street project. She shared that the City of Charlottesville is working on reconfiguring schools for upper elementary and middle so that there will be a true 6th-8th grade middle school.
      • Greene: Andrea Wilkerson shared that the chair of the TJPDC Commission, Dale Herring, was re-elected to the Greene County Board of Supervisors. Dale Herring shared that they were excited about
the ground-breaking for the new farmers’ market. He also shared that the Greene County Board of Supervisors welcomed 2 new board members.

- **Fluvanna**: Tony O’Brien shared that the new water tower was going up at Zion Crossroads and that there were frustrations with the water project.

b. **Next Meeting**: The next Commission meeting will be held on Thursday, February 6, 2020. There will not be a January Commission meeting.

7. **Adjournment**: Without objection, the Commission meeting was adjourned at 9:13 pm.