

AGENDA

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|---|-------------|
| 1. Call to Order | 7:00 |
| 2. Matters from the Public | 7:00 – 7:30 |
| <ul style="list-style-type: none"> a. Comments by the public are limited to no more than 2 minutes per person. b. Public Presentations <ul style="list-style-type: none"> i. Virginia Department of Social Services
 Paul Oswell, Director of Central Office
 Sue Reese, Director of Roanoke Office c. Staff Presentations <ul style="list-style-type: none"> i. State & Regional Rural Long Range Transportation Programs
 Will Cockrell, Director of Planning | |
| 3. * Consent Agenda | 7:30 – 7:35 |
| <p>Action Items:</p> <ul style="list-style-type: none"> a. * Minutes of the November 3, 2016 Meeting (click here for draft minutes) b. * Intergovernmental Reviews – IGRs received during November, 2016 c. * Monthly Financial Reports (click here for summary document) <ul style="list-style-type: none"> i. Dashboard Report ii. October Profit & Loss Statement iii. October Balance Sheet iv. October Accrued Revenues report | |
| 4. * Resolutions: | 7:35 – 8:10 |
| <ul style="list-style-type: none"> a. * Approval of Amended FY17 Operating Budget (click here for budget) b. * Calendar Year 2017 TJPDC Regular Meeting Schedule (click here for schedule) | |
| 5. Executive Director’s Report | 8:10 – 8:15 |
| <ul style="list-style-type: none"> a. The Executive Director’s Report is attached. (click here for summary memo) | |
| 6. Other Business | 8:15 – 8:25 |
| <ul style="list-style-type: none"> a. Delivery of Draft Revised By-laws for 30 day review (click here for draft document) b. Next Meeting –February 2, 2017 c. Roundtable Discussion by Jurisdiction | |
| 7. * Adjourn | 8:25 – 8:45 |

**Proposed action items*



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:

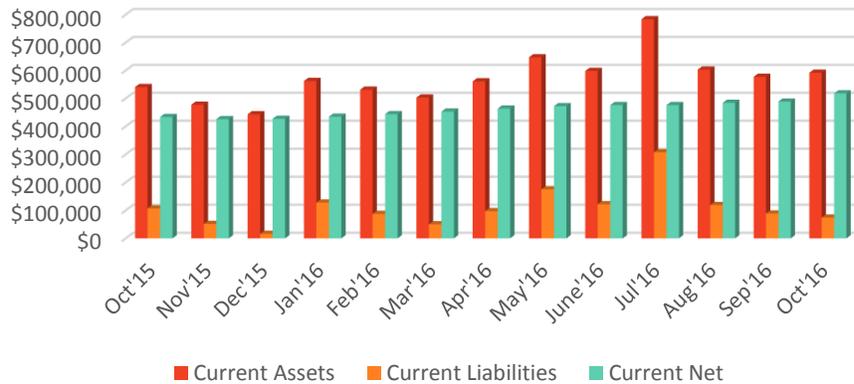
- **Fluvanna:** Tony O'Brien informed the Commission that a solar farm will be developed in the county. His concerns about Land Use were dismissed by the Board of Supervisors.
- **Nelson:** Tim Padalino indicated that the Rockfish Valley Area Plan meeting on Tuesday was very constructive with good comments 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.

FINANCIAL DASHBOARD Through October 31, 2016

Net Quick Assets

Target = \$471,948 (6 months operating expenses)
12 Month Average Monthly Operating Expenses = \$78,658



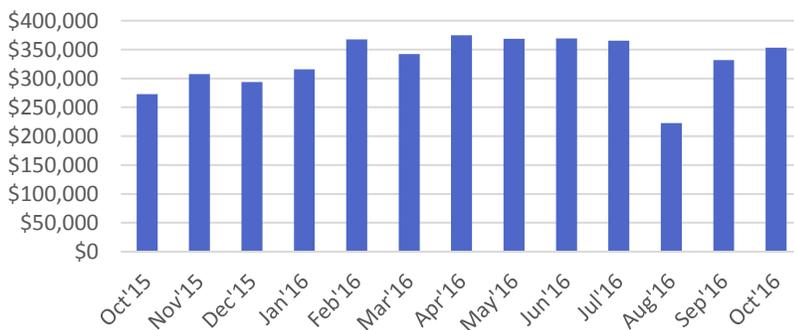
Net Quick Assets

Oct'15 =	\$433,507
Nov'15 =	\$425,754
Dec'15 =	\$426,855
Jan'16 =	\$434,515
Feb'16 =	\$443,690
Mar'16 =	\$452,871
Apr'16 =	\$463,668
May'16 =	\$472,075
Jun'16 =	\$475,879
Jul'16 =	\$476,001
Aug'16 =	\$484,103
Sep'16 =	\$488,664
Oct'16 =	\$517,806

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The FY17 target is 6 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. TJPDC had 6.58 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses changes only slightly from month to month. It increased from \$78,363 in September to \$78,658 in October.

Unrestricted Cash on Hand

Target = \$314,632 (4 months operating expenses)
Concern Area = <\$157,316 (2 months operating expenses)

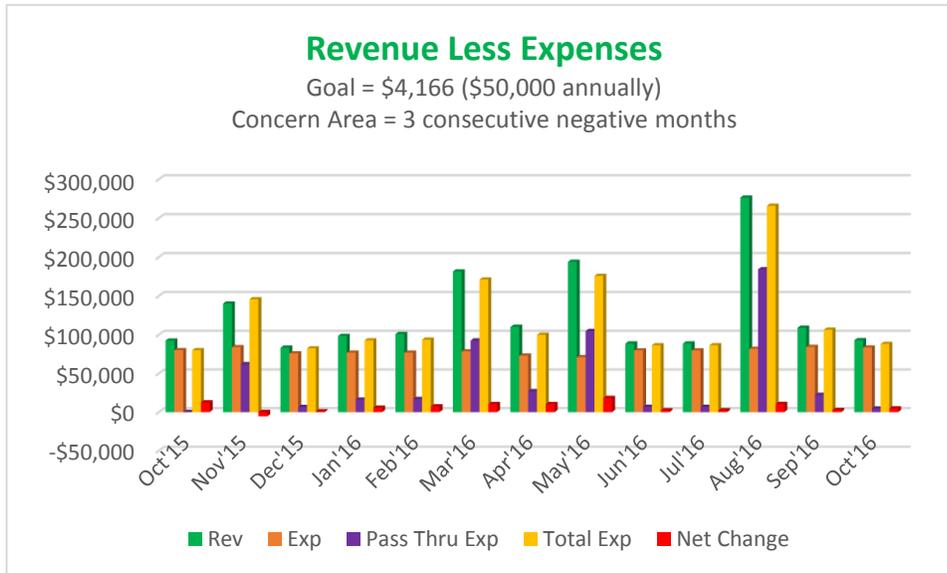


UNRESTRICTED CASH ON HAND

consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

Months of Unrestricted Cash divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. Total cash increased from \$387,870 in September to \$427,023 in October. The end of month level of Unrestricted Cash on Hand of \$353,159 represents 4.49 months of operating expenses.

FINANCIAL DASHBOARD Through October 31, 2016



Monthly Net Revenue

Oct'15 =	\$12,530
Nov'15 =	(\$5,563)
Dec'15 =	\$876
Jan'16 =	\$5,685
Feb'16 =	\$7,419
Mar'16 =	\$10,359
Apr'16 =	\$10,228
May'16 =	\$18,160
Jun'16 =	\$2,282
Jul'16 =	(\$2,961)
Aug'16 =	\$10,510
Sep'16 =	\$2,607
Oct'16 =	\$4,767

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY17 budget adopted in May 2016 projected a balanced budget with no surplus. There was a surplus in October of \$4,767, exceeding the monthly target. The year to date surplus is \$14,922, slightly below the YTD target of \$16,667.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of balance sheet, income statement and cash position statement supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. Meeting the goal of Revenue Less Expenses of \$50,000 per year will achieve our target goal of \$500,000 in Net Quick Assets before the end of FY17.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
 October 2016

1:36 PM
 11/18/16
 Accrual Basis

	<u>Oct 16</u>	<u>Budget</u>	<u>Jul - Oct...</u>	<u>YTD Bud...</u>	<u>Annual ...</u>
Ordinary Income/Expense					
Income					
4400 · Gain on asset Disposal	0	0	0	0	0
41100 · Federal Funding Source	42,347	80,204	340,101	320,817	962,451
4120 · State Funding Source	21,174	30,884	151,937	123,536	339,673
4130 · Local Source					
4285 · Rent Income	700	750	2,600	3,000	9,000
4130 · Local Source - Other	15,968	34,670	142,420	138,678	276,859
Total 4130 · Local Source	16,668	35,420	145,020	141,678	285,859
42000 · Local Match Per Capita	12,567	12,735	50,270	50,939	152,817
4280 · Interest Income	108	63	428	250	750
Total Income	92,864	159,305	687,756	637,220	1,741,550
Gross Profit	92,864	159,305	687,756	637,220	1,741,550
Expense					
61000 · Personnel					
6100 · Salaries	49,830	49,174	192,623	196,698	590,093
61050 · Fringe and Release	14,117	11,553	47,083	46,210	138,630
Total 61000 · Personnel	63,947	60,727	239,706	242,908	728,723
6900 · Overhead Allocation	0	0	0	0	0
62391 · Postage Expense	392	317	1,039	1,267	3,802
62392 · Subscriptions, Publications	0	46	63	183	550
62393 · Supplies	855	630	1,771	2,521	7,564
62394 · Audit -Legal Expenses	0	125	8,953	8,000	16,500
6240 · Advertising	2,852	1,398	4,656	5,594	17,607
62401 · Professional Dev-Conference	0	0	0	0	0
62404 · Meeting Expenses	748	253	1,120	1,012	3,036
62410 · TJPDC Contractual	2,367	3,785	14,606	15,141	45,424
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	759	770	1,267	2,931	8,692
62850 · Insurance	244	288	977	1,150	3,450
62890 · Printing/Copier	267	615	1,092	2,459	7,376
63200 · Rent Expense	7,077	7,044	27,910	28,176	84,529
63210 · Equipment/Data Use	1,084	1,491	8,560	8,481	20,406
63220 · Telephone Expense	525	511	1,931	2,043	6,130
63300 · Travel-Vehicle	824	1,167	3,586	4,669	14,008
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	963	800	3,945	3,200	9,600
6390 · Professional Development	568	1,044	7,594	4,176	12,529
Total Expense	83,472	81,011	328,777	333,912	989,926
Net Ordinary Income	9,392	78,294	358,978	303,307	751,624
Other Income/Expense					
Other Expense					
80000 · MPO-Pass Through	0	0	0	0	0
83000 · HOME Pass-Through	0	34,925	190,466	139,699	419,096
8399 · Grants Contractual Services	0	0	0	0	0
84000 · Grants Pass-Through	4,625	41,955	153,590	167,821	332,528
Total Other Expense	4,625	76,880	344,057	307,520	751,624
Net Other Income	(4,625)	(76,880)	(344,057)	(307,520)	(751,624)
Net Income	4,767	1,414	14,922	(4,213)	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
 As of October 31, 2016

	<u>Oct 31, 16</u>	<u>Oct 31, 15</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	427,023.10	345,633.20	81,389.90
Total Checking/Savings	427,023.10	345,633.20	81,389.90
Accounts Receivable			
1190 · Receivable Grants	149,011.82	180,427.27	-31,415.45
Total Accounts Receivable	149,011.82	180,427.27	-31,415.45
Other Current Assets			
1310 · Prepaid Rent	416.67	416.67	0.00
1330 · Prepaid Insurance	9,766.18	9,536.89	229.29
1360 · Prepaid Other	5,580.43	4,862.99	717.44
Total Other Current Assets	15,763.28	14,816.55	946.73
Total Current Assets	591,798.20	540,877.02	50,921.18
Fixed Assets			
1400 · Office furniture and Equipment	111,737.79	135,366.61	-23,628.82
1410 · Server	11,384.00	11,384.00	0.00
1499 · Accumulated Depreciation	-103,658.74	-125,950.71	22,291.97
Total Fixed Assets	19,463.05	20,799.90	-1,336.85
TOTAL ASSETS	<u>611,261.25</u>	<u>561,676.92</u>	<u>49,584.33</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	19,426.60	34,931.64	-15,505.04
Total Accounts Payable	19,426.60	34,931.64	-15,505.04
Credit Cards			
2155 · Accounts Payable Credit Card	1,938.44	1,839.61	98.83
Total Credit Cards	1,938.44	1,839.61	98.83
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2160 · Accounts Payable Payroll	128.00	100.00	28.00
2800 · Deferred Revenue	73,863.68	73,159.93	703.75
Total Other Current Liabilities	73,991.68	73,259.93	731.75
Total Current Liabilities	95,356.72	110,031.18	-14,674.46
Long Term Liabilities			
2200 · Leave Payable	37,656.41	37,903.53	-247.12
Total Long Term Liabilities	37,656.41	37,903.53	-247.12
Total Liabilities	133,013.13	147,934.71	-14,921.58
Equity			
3000 · General Operating Fund	457,836.47	380,204.15	77,632.32
3600 · Net Investment in Fixed Assets	5,489.70	6,891.30	-1,401.60
Net Income	14,921.95	26,646.76	-11,724.81
Total Equity	478,248.12	413,742.21	64,505.91
TOTAL LIABILITIES & EQUITY	<u>611,261.25</u>	<u>561,676.92</u>	<u>49,584.33</u>

**Accrued Revenue by Grant or Contract
For Year Ending June 30, 2017**

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY17	AUG FY17	SEPT FY17	OCT FY17	NOV FY17	DEC FY17	YEAR TO DATE FY17	PREVIOUS YEARS	BUDGETED AMOUNT FOR FY18	GRANT TO DATE	CONTRACT REMAINING FY17
MPO-FTA	07/01/16	06/30/17	94,430	10,002	11,927	6,159	10,014			38,102			38,102	56,328
MPO-PL	07/01/16	06/30/17	191,581	16,804	18,643	19,964	11,274			66,685			66,685	124,896
MPO-PASS-THROUGH	07/01/16	11/30/17	300,000	64,716	67,055	15,431				147,202	130,281		277,483	22,517
HOME TJPDC	07/01/16	06/30/17	46,566	2,815	6,654	4,628	1,910			16,007			16,007	30,559
HOME PASS-THROUGH	07/01/16	06/30/17	878,006	68,366	117,101	4,999				190,466			190,466	687,540
HOUSING HPG	07/01/16	09/30/17	6,252	90	89	34	359			572			572	5,680
HPG PASS-THROUGH	07/01/16	09/30/17	35,431			1,764	1,875			3,639			3,639	31,792
STATE SUPPORT TO PDC	07/01/16	06/30/17	75,971	6,330	6,331	6,331	6,331			25,323			25,323	50,648
CLEAN COMMUTE DAY	07/01/16	06/30/17	825							0			0	825
RIDESHARE	07/01/16	06/30/17	173,916	11,649	15,409	13,239	14,434			54,731			54,731	119,185
RURAL TRANSPORTATION	07/01/16	06/30/17	58,000	2,268	2,554	3,838	7,403			16,063			16,063	41,937
NELSON CTY RTE 29	08/30/16	02/28/17	13,787							0			0	13,787
Pass through Contract	08/30/16	02/28/17	16,500				2,750			2,750			0	16,500
TJPDC CORPORATION	07/01/16	06/30/17	1,693	476	363	648	206			1,693			1,693	0
LEGISLATIVE LIAISON	07/01/16	06/30/17	99,600	5,561	9,599	9,740	8,300			33,200			33,200	66,400
SOLID WASTE	07/01/16	06/30/17	10,500	1,102	2,264	3,388	1,238			7,992			7,992	2,508
COLUMBIA- HMPG	02/29/16	09/15/17	21,500	1,322	756	604	1,538			4,220	6,277		10,497	11,003
VDEM PASS-THROUGH	02/29/16	09/15/17	178,000							0	46,750		0	131,250
ROCKFISH	03/22/16	03/01/17	24,501	2,643	1,952	1,432				6,027	18,474		24,501	0
HAZARD MITIGATION	03/21/16	04/30/18	45,000	1,580	1,644	3,097	2,879			9,200	2,266	10,000	11,466	23,534
MEMBER PER CAPITA	07/01/16	06/30/17	150,809	12,567	12,567	12,567	12,567			50,268			50,268	100,541
WATER STREET CENTER	07/01/16	06/30/17	623				623			623			623	0
OFFICE LEASES - RENT	07/01/16	06/30/17	8,200	500	700	700	700			2,600			2,600	5,600
OFFICE LEASES - DIRECT COSTS	07/01/16	06/30/17	253	75	10	145	23			253			253	0
STANARDSVILLE TAP	04/06/15	12/31/17	11,500	176	262	224	128			790	1,546	4,203	2,336	4,961
ALB-BROADBAND-TASK 2	07/01/16	06/30/17	7,500	388	331		359			1,078	6,781		7,859	0
SHRP2 I-64	10/01/16	09/30/17	70,000				7,845			7,845		25,000	0	45,000
SHRP2 I-64 Pass Through	10/01/16	09/30/17	30,000							0			0	30,000
MAPPING	07/01/16	06/30/17	0							0			0	0
BANK INTEREST	07/01/16	06/30/17	750	108	108	104	108			428			428	0

TOTAL			2,551,694	209,538	276,319	109,036	92,864	0	0	687,757	165,625	85,953	842,787	1,622,991
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Pass-through funds	919,599
Contract funds	
TJPDC Available Funds	<u>\$703,392</u>
Available per month	87,924

	Fiscal Year 2017 Final Operating Budget	5/5/2016	12/1/2016
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	FY16 Actual	'17 Operating	FY17 Final
Federal	\$778,013	\$717,047	\$1,172,934
State	\$321,089	\$339,673	\$355,514
Local	\$189,017	\$276,859	\$304,657
Local per capita	\$150,752	\$152,817	\$150,809
Interest Income	\$1,199	\$750	\$1,590
Rent Income	\$6,715	\$9,000	\$8,200
Total Revenue	\$1,446,785	\$1,741,550	\$1,993,704
Expenditures			
Personnel			
Salaries	\$559,612	\$590,093	\$608,089
Fringe and Release	\$126,180	\$138,630	\$142,835
Total Personnel	\$685,792	\$728,723	\$750,924
Direct Costs			
Overhead			
Postage	\$3,038	\$3,802	\$3,566
Subscriptions	\$105	\$550	\$550
Supplies	\$3,946	\$7,564	\$7,721
Audit-Legal	\$15,608	\$16,500	\$16,750
Advertising	\$12,073	\$17,607	\$17,971
Program Interest	\$0	\$0	\$0
Professional Development -	\$0	\$0	\$0
Meeting Expenses	\$3,530	\$3,036	\$2,624
TJPDC Contractual	\$45,578	\$45,424	\$55,805
Dues	\$6,964	\$8,692	\$8,470
Insurance	\$3,259	\$3,450	\$3,807
Printing/Copy	\$5,471	\$7,376	\$6,081
Rent	\$82,140	\$84,529	\$84,529
Equip/Data Use	\$26,087	\$20,406	\$20,396
Capital & Leases	\$0	\$0	\$0
Telephone	\$6,697	\$6,130	\$5,625
Travel-Vehicle	\$16,487	\$14,008	\$13,476
Leg Liaison	\$0	\$0	\$0
Janitorial	\$9,493	\$9,600	\$10,920
Professional Development	\$7,808	\$12,529	\$13,323
Total Direct Costs	\$248,284	\$261,203	\$271,614
TOTAL OPERATING EXPENSES	\$934,076	\$989,926	\$1,022,538
Net Ordinary Income	\$512,709	\$751,624	\$971,166
Other			
MPO Pass Thru	\$0	\$0	\$0
HOME Pass Thru	\$316,592	\$419,096	\$421,350
Grants Contractual & Def Rev	\$0	\$0	\$120,250
Grants Pass Through	\$115,830	\$332,528	\$380,150
Total Other Expenses	\$432,422	\$751,624	\$921,750
Net Other Income	-\$432,422	-\$751,624	-\$921,750
Net Income	\$80,287	\$0	\$49,416

FY 17 Operating Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
Locality and State Revenue						
Albemarle				\$64,306		
Charlottesville				\$27,616		
Fluvanna				\$16,101		
Greene				\$12,163		
Louisa				\$21,277		
Nelson				\$9,346		
Legislative Liaison			\$99,600			
State Contribution - DHCD		\$75,971				
Water Street Center Offices						\$200
Interest Income					\$1,590	\$8,000
Transportation						
Charlottesville-Albemarle MPO						
FTA Funding	\$89,433	\$11,179				
PL Funding	\$170,293	\$21,287	\$0			
SHRP2 SP@CE	\$45,000					
Rideshare						
Rideshare VDPRT		\$139,258	\$34,658			
Clean Commute Day			\$825			
TJPDC Rural Transportation						
Rural Admin	\$14,600					
Rural Transportation Planning	\$43,400					
Other Programs						
Local Mapping & Planning			\$0			
Stanardsville	\$0		\$5,751			
Nelson Route 29		\$0	\$13,787			
Nelson Rockfish			\$6,027			
5th Street TAP	\$21,250					
Albemarle BB			\$1,078			
Housing and Non-Profit						
HOME Consortium Admin	\$46,566					
TJPDC Corp.			\$3,453			
Housing Preservation	\$6,252					
Columbia-Fluvanna	\$11,625	\$3,100	\$775			
Environment						
Solid Waste			\$10,500			
Haz Mit Grant	\$32,734					
RRBC			\$2,953			
Pass Through Revenue						
Consortium HOME Pass Through	\$421,350					
Columbia Pass Through	\$131,250	\$35,000	\$8,750			
Housing Preservation Pass Thru	\$35,431					
MPO Route 29 Pass Through		\$69,719	\$100,000			
Nelson Route 29			\$16,500			
5th Street TAP	\$73,750					
SHRP2	\$30,000					
Total Revenues by Category	\$1,172,934	\$355,514	\$304,657	\$150,809	\$1,590	\$8,200
Sum Total of Revenues						\$1,993,704



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collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

APPROVING THE FISCAL YEAR 2017 THOMAS JEFFERSON PLANNING DISTRICT COMMISSION AMENDED ANNUAL OPERATING BUDGET

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organization, the Charlottesville-Albemarle Metropolitan Planning Organization, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual operating budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the Commission may amend the previously approved operating budget to account for unexpected changes in revenues and expenses; and

WHEREAS, the Commission originally approved the Fiscal Year 2017 Annual Operating Budget of \$1,741,550 in Revenues and \$1,741,550 in Expenses on May 5, 2016; and

WHEREAS, the Executive Director and Finance Committee recommend to the Commission for the Fiscal Year 2017 an Amended Operating Budget of \$1,993,704 in Revenues and \$1,944,288 in Expenses, resulting in an expected Net Income of \$49,416; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2017 Amended Budget, which is attached hereto and which shall be included in the minutes of the Commission meeting of December 1, 2016.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized upon review by the Finance Committee to administer to the financial affairs of the TJPDC including custody and investment of short and longer term deposits of all public funds belonging to or handled by the TJPDC as provided in Sect. 2.2-4501 of the Code of Virginia, 1950 as amended. Funds of the TJPDC shall be invested in accordance with the Code of Virginia, Investment of Public Funds Act, Chapter 45 Title 2.2 Sections 2.2-4500-4518 and the Virginia Security for Public Deposits Act, Chapter 44 Title 2.2, Sections 2.2-4400-4411.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of December 1, 2016 in the City of Charlottesville, Virginia, a quorum being present.

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date



To: Thomas Jefferson Planning District Commission
From: Chip Boyles, Executive Director
Date: December 1, 2016

Re: Final Amended Budget FY17

Purpose: To present the amended FY17 budget, to be used as the basis for financial reports throughout the year.

Background: The budget process for each fiscal year consists of three steps: 1) approval of the projected budget in October, setting the per capita rate, population basis, and amounts requested for specific programs, to serve as the basis for budget submissions to localities, 2) the operating budget adopted in May as prescribed in the TJPDC Bylaws, and 3) a revised operating budget after the first quarter of the fiscal year, for approval in December, to serve as the budget for financial reports through the year. At the December 1, 2016 meeting, the Commission will consider the amended budget for FY17.

In your agenda packet is the Amended FY17 Budget. For your reference, the FY16 Actual and FY17 Approved (in May) operating budgets are included.

The Finance Committee has reviewed and we have for your review upon request, a detailed line item program working budget.

Proposed Final FY17 Budget:

The Recommended Amended FY17 Budget incorporates changes to revenue and expense assumptions from the FY17 Budget adopted at the May meeting and adjusted to include changes that have occurred during the first quarter of FY17.

Changes to revenue in the Amended FY17 budget include:

- Correction of classification of revenue sources State to Federal sources
- Increase in revenue for MPO FTA funding of \$6,182 from previous year
- Decrease in City of Charlottesville per capita revenue by \$2,009 for decreased approved funding
- Decrease in rental income of \$800
- Increase in interest income of \$ 840
- Increase of \$75,000 for newly awarded SHRP2 I-64 Planning Grant
- Increase of \$30,287 for newly awarded Nelson County Econ Development Planning Study
- Decrease of \$9,973 in Nelson County Rockfish study due to increased work and billing at end of FY16.
- Increase of \$95,000 for newly awarded VDOT TAP grant for 5th Street Station.

- Increase of \$1,078 for Albemarle County Broadband contract.
- Increase of \$3,453 for unexpected TJPDC Corp. grant revenues.
- Increase of \$266 for Hazard Mitigation Grant correction.
- Increase of \$2,953 for RRBC funding from Fluvanna and Greene Counties. (These funds are not to be spent until full partnership participation occurs.)
- Increase of \$2,254 in HOME funds from TJPDC HOME reserve account.
- Increase of \$47,622 for Route 29 Marketing pass through funds from two fiscal year correction.

Changes to expenses in the FY17 budget include

- Increased salaries and benefits to adjust for the added full time entry level Planner I position to provide assistance with increased project workload. Position is funded only through FY17.
- Increased salary and benefits for \$500 per employee bonuses should funding be available in April/May.
- Increase in contractual services for web and social media presence for newly added projects of SHRP2, Nelson Economic Development, and MPO projects.
- Increase in insurance to provide Officers & Liability Insurance for RRBC
- Decrease in telephone expenses due to contractual cost savings
- Increase in janitorial contractual costs. First increase in 3 years.
- Increased expense for additional staff training and development.
- Adjustment to some expense line items based on actual amounts for these expenses for first quarter of FY17
- Increases in pass through amounts due to pass through obligations in SHRP2, Nelson County Economic Development, and 5th Street TAP grant.

Overall, we expect revenues to exceed expenditures by \$49,416 for the year. This is still a conservative budget estimate. We anticipate based upon recent activity to:

- ✓ Increase office rentals and Water Street Center rentals above the amended budget amount.
- ✓ Additional contractual services with local governments and a large contract with VDOT for Hydraulic & 29 Planning Management Services.
- ✓ Monitor expenditures for minimized spending

Report from Executive Committee: The Finance Committee met during regular meetings to review the FY 17 budget. Projected revenues and local funding requests were considered based upon estimated expenses. Recommendations were made considering the ongoing financial benchmarks established by the Commission to:

- Operate financially conservative to create a fiscally sustainable agency.
- Maintain a reasonable cash position to provide adequate resources for lean revenue months.
- Work to build an adequate retained earnings reserve for future services and future growth opportunities

- Prioritize service programs that are fiscally sustainable and pay for themselves
- Control expenses within known revenue sources

To meet the above objectives, the Executive Committee recommends:

- Establishing a per capita rate beginning with FY18 for the Legislative Liaison program, currently estimated at \$.40 per capita
- Begin budgeting for specific regional and local projects to be funded out of per capita contributions and billed under fully loaded salary/fringe rates. This helps to lower agency indirect cost rates in the future.
- Approval of the FY 17 Amended Operating Budget as submitted

Finance Committee Recommendation: Approval of the amended final FY17 Budget for use in approved expenditures, financial reporting and auditing.

Recommended Motion by Commission: To approve the amended final FY17 Budget for use in approved expenditures, financial reporting and auditing



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collaborative leadership and professional service to develop effective solutions.*

RESOLUTION FOR REGULAR MEETING SCHEDULE CALENDAR YEAR 2017

WHEREAS, ARTICLE VII, Meetings of the Charter Agreement of the Thomas Jefferson Planning District Commission, states “Section 1. The COMMISSION shall hold regular meetings on a schedule, which will be determined by the membership”; and

WHEREAS, ARTICLE IV, Meetings of the Commission, of the Thomas Jefferson Planning District Commission Bylaws, states that “Section 1. Regular meetings of the Commission shall be held at 7:00 p.m. on the first Thursday of each month. The annual meeting shall be the regular meeting in June except that the date, time and place may be otherwise as determined by the Chair”; and

WHEREAS, the Commission routinely establishes the calendar year schedule of regular meetings prior to their first meeting of each calendar year; and

WHEREAS, the current bylaws as adopted September 4, 2003 does not provide for regular meetings to occur other than at 7:00 p.m. on the first Thursday of each month; and

WHEREAS, the Commission currently has its bylaws under review for updates and revisions that will provide for increased flexibility in establishing regular meeting dates; and

WHEREAS, until such time as the bylaws are revised, the Commission will establish annual regular meeting dates through resolution of the body considering certain months where a Commission quorum is known to not be available; and

NOW, THEREFORE, BE IT RESOLVED, that the Commission establishes the following dates and times for Regular Commission meetings for the calendar year of 2017 and that this schedule includes meeting cancellations of months where known quorums will not be present for conducting business:

January, 2017	No Meeting
February 2, 2017	7:00 PM – Orientation Meeting
March 2, 2017	7:00 PM
April 6, 2017	7:00 PM – Nominating Committee
May 4, 2017	7:00 PM - Budget
June 1, 2017	7:00 PM ANNUAL MEETING - Elections
July, 2017	No Meeting
August 3, 2017	7:00 PM
September 7, 2017	7:00 PM
October 5, 2017	7:00 PM – Projected Budget
November 2, 2017	7:00 PM - Audit
December 7, 2017	7:00 PM - Amended Budget

ADOPTED this 1st day of December, 2016 by the Thomas Jefferson Planning District Commission being duly assembled.

ATTESTED:

Charles P. Boyles, II
Executive Director

Andrea Wilkinson
Commission Chair

Date

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: December 1, 2016
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since November 3, 2016

Administration

- December Meeting Agenda
 - Matters from the Public
 - Virginia Department of Social Services
Paul Oswell, Director of Central Office
 - Rural Long Range Transportation Planning Programs
Will Cockrell, TJPD
VDOT-DRPT have developed a guidebook updating the Commonwealth of Virginia's Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia's non-metropolitan regional and local officials regarding transportation planning and programming.

This guidebook will be used to guide the TJPD in its upcoming Rural Long Transportation Plan update.

- Consent Agenda
 - a. Minutes from November 3, 2016
 - b. Intergovernmental Reviews
 - 1. None to report.
 - c. Finance Report
 - October 2016 Financial Reports are attached for review. Financial Reports are presented in detail every quarter to the Commission. Monthly reports will be reviewed by the Finance Committee and included in the Commission Packets under Consent Agenda items for acceptance.
 - i. Dashboard Report - Net quick assets have continued to grow to \$517,806. Based upon the twelve month average for operating expenses, we are now at over 6 months of available operating expenses. If this balance continues to stabilize and grow above the target level, we will begin to budget the excess amount into longer term savings funds to meet agency long term capital goals.

As a reminder, it is our goal to build our reserves back to and above FY12 levels where we will have 1) at least 6 months operating expenses in reserves 2) allow us to make some capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, 3) utilize reserves for unanticipated grant match for local/regional grant opportunities and 4) to save for the possible purchase of a building (space) at some time in the future.

Unrestricted Cash on Hand as of October 31, 2016 was \$427,023 or over 4 months of average monthly operating expenses.

We had a net gain of \$4,767 for the month of October. This gives us a fiscal year net gain of \$14,922. Our PROPOSED FY17 Amended Operating Budget estimates a \$49,416 net gain for the year. For the first four months, we are just below of our amended budget annual net gain.

ii. Profit & Loss. Total income through October is \$687,756. With 4 months or 33% of the fiscal year complete, we have received 39% of our budgeted income. Operating expenses for the same period are \$328,777 or 33% of our budgeted expenses. Pass through expenses are at \$344,057 or 46% of budgeted pass-through expenses. The majority of this over expenditure is in the HOME account for which we have HOME reserve funds from previous years for pass through expenses. We will be able to provide an updated actual to budgeted ratio at the next Commission meeting once the amended budget is adopted.

iii. Balance Sheet. As of October 31, 2016, we have total current assets of \$591,798 and total fixed assets of \$19,463. Total liabilities are down from a year ago by \$14,921 with total liabilities as of October 31, 2016 of \$133,103.

iv. Accrued revenues of existing grant and contract balances for FY17 is \$703,392 available for the remaining fiscal year. This provides \$87,924 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$78,658. October's monthly operating expenses were \$83,472. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year.

iv. Consideration of Resolutions

- i. The Commission is asked to approve the Fiscal Year 2017 Amended Operating Budget. With now known additional revenue sources and four months' of operating expenditure experience, we can more accurately estimate the remaining expected budgetary revenues and expenditures. Increased revenue sources in MPO FTA resources, new contracts for service from Nelson County, and new grants of SHRP2 and VDOT 5th Street Station TAP grant, provide us with additional revenues sources over expected expenditures to create an expected net income over expenses of \$49,416. Attached is a Budget Memo.
 1. Key budgetary changes include:

- a. Decrease in revenues for members who did not fully fund FY17 request.
- b. Increase in funding of MPO FTA by \$6,000.
- c. Increase in funding for SHRP2 Grant.
- d. Increase in funding for VDOT 5th Street TAP Grant.
- e. Increase in funding for Nelson County Economic Development Planning Contract.
- f. Increase in RRBC funding from Greene and Fluvanna Counties.
- g. Increase in funding for Albemarle Broadband Contract.
- h. Decrease in funding for Nelson County Rockfish Planning Contract.
- i. Expense to add one full time planner for 6 months.
- j. Expense of \$500 bonus opportunity for full time employees.
- k. Expense increase in janitorial contract.
- l. Expense increase in contractual communications services, if needed.
- m. Expense correction and off setting revenue for Route 29 Pass Through expenses.

2. These budgetary expectations allows the TJPDC to extend our investment of cash funds in longer term certificate of deposits. Staff recommends allowing the Executive Director with the approval of the Finance Committee to invest these funds within Virginia State guidelines and regulations.

ii. Calendar Year 2017 TJPDC Regular Meeting Schedule

1. The TJPDC establishes an annual regular meeting schedule for the 1st Thursday of every month at 7:00 PM 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. Please review these dates for any jurisdictional or other known conflicts that may prevent a quorum from occurring.

o **New Business**

1. TJPDC Bylaws review.

a. The last update of the TJPDC bylaws occurred in 2003. The Chair and staff have identified a number of requirements and policies that are in conflict with current procedures. It is suggested that a review be performed of the current bylaws for amendment and updating in the near future. Examples of discrepancies include:

- i. Cancellation of meetings in July and January.
- ii. Attendance by commission members.

- iii. Treasurer's roles and responsibilities.
- iv. Clarification of Director's signatory of all checks.
- v. Use of Roberts Rules of Order "Small Board Allowances"

Presentation of this draft begins the required thirty day review by the Commission. Suggestions and changes may be made by the Commission any time prior to the vote for approval in February. Please let me know of any suggested changes, comments or questions at your convenience.

Next Meeting – February 2, 2017

- Commission Orientation
- FY 15-18 Strategic Plan Update

Transportation

- MPO
 - MPO has initiated a review of Regional Transit coordination and organizational options within the MPO area. This is completed within the FY2016 MPO Unified Work Plan. The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in February.
 - Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. A draft study is now complete and under review.
 - The MPO is coordinating a small area plan effort to plan the next phase of Route 29 solutions that includes the Hydraulic/29 intersection and Hydraulic Extended South projects for preliminary engineering and small area planning.
 - MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and Amtrak Station property owner to explore what is requested by Amtrak to accommodate the new rail service and how this may be best met at the site.
- Regional
 - Staff is working with a Darden School Masters student to prepare a paper identifying funding opportunities that local governments may consider utilizing to fund and match local transportation projects.

Planning

- 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.
- 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.

Administrative

- The TJPDC and TJPDC Corp. expects to sign an additional start up agency to contract with the Corp for fiscal sponsorship and are expected beginning January 1st to rent the largest of the available office suites in our offices. If plans go as expected, this will generate an additional \$3,000 to the TJPDC.

Regional

- Staff is presenting to the Mayor and Chairs group the concept of identifying annual hours to be assigned to each local government and the region as a whole during the annual work program development to perform and account for specific services provided to each local government and the region. The budget currently proposes a 75% regional – 25% local time split for per capita contributions.
- Community Development staff have been working with Albemarle County to apply for a CDBG Planning Grant for future CDBG Facilities Grant to create a regional social services facility in Scottsville that could serve family needs in Albemarle, Fluvanna and Buckingham Counties.
- The TJPDC intends to begin to host bi-monthly educational sessions on regional topics. The first topic for 2017 will be P-3's Public, Private Partnerships. Future topics will include regional broadband, rural and urban transit, form based code design, and alternative funding mechanisms for local government. Should you have any suggestions for topics, please let me know.
- The Commission will look to hold several outside regular commission meetings this year. We are currently working to hold the first in Louisa County in March, 2017, Greene County in August, 2017, Nelson County in September, 2017 and Fluvanna County in June, 2018. More information will be forthcoming as locations are confirmed.

Legislative

- The annual Legislative Forum will be held Tuesday, November 29th at 5:30 at the Albemarle County Office Buildings on McIntire Street. This year's regional topic is PROFFERS.

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

BYLAWS

DRAFT AMENDMENTS 12/1/2016

ARTICLE I

Name and General Authority

Section 1. The name of this organization shall be the Thomas Jefferson Planning District Commission, hereinafter referred to as the "Commission."

Section 2. The Commission and its actions shall conform to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400 through 15.1-1415, Code of Virginia, 1950, as amended), the Charter Agreement of the Thomas Jefferson Planning District Commission as it may be amended from time to time, and to the pertinent current rules and regulations of the Virginia Division of State Planning and Community Affairs.

ARTICLE II

Purpose

Section 1. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District through effective planning and by encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE III

Membership

Section 1. Membership shall be set forth in the Charter Agreement of the Thomas Jefferson Planning District Commission. Each charter member of the Commission shall have two voting members on the Commission.

Section 2. Whenever any Commission member fails to attend three consecutive regular meetings or four regular meetings in any six month period, the Chair shall notify the governing body of which the absent member is an appointee and shall recommend that replacement of the member be considered.

Section 23. All members of the Commission shall serve without compensation or refund of personal expenses except when officially representing the Commission or as otherwise authorized by the Commission.

ARTICLE IV Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held at 7:00 p.m. on the first Thursday of each month unless otherwise approved by the Chair or Commission.

Section 2. The Commission shall adopt a schedule for regular meetings at the December regular meeting. The Chair may cancel or reschedule a regular meeting due to lack of quorum, lack of business or other special circumstances.

Section 3. The annual meeting shall be the regular meeting in June except that the date, time and place may be otherwise as determined by the Chair.

Section 24. Special meetings of the Commission shall be held at the call of the Chair or upon the written request of one-third of the Commission members stating the purpose for such special meeting. The call to a special meeting shall be given at least 24 hours prior to the meeting. The media shall be notified at the time of the call.

Section 35. Notice giving the time, date, place and agenda for all regular meetings of the Commission shall be sent at least five days prior to the meeting date to each Commission member and to representatives of the media.

Section 46. All meetings of the Commission shall be open to the public and shall be held at the office of the Commission except as determined otherwise by the Chair.

~~Section 5. Whenever any Commission member fails to attend three consecutive regular meetings, the Chair shall notify the governing body of which the absent member is an appointee and shall recommend that replacement of the member be considered.~~

ARTICLE V Voting Rights and Procedures

Section 1. Each member of the Commission in attendance shall be entitled to one equal vote in all matters before the Commission.

Section 2. Except where indicated otherwise in these bylaws, all actions of the Commission shall be approved by a majority vote of the members present and voting.

Section 3. One Commission member more than one-half of the membership shall constitute a quorum.

Section 4. Each member governmental subdivision shall be represented by at least one Commission member at any meeting at which action is taken requesting per-capita donations from the participating governing bodies, and such actions shall be approved by the affirmative vote of at least two-thirds of the members present.

ARTICLE VI Officers

Section 1. The elected officers of the Commission shall be a Chair, Vice Chair, secretary and treasurer. The officers of the Commission shall be elected and take office at the annual meeting. Their terms shall be for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting or until their successors are subsequently elected.

Section 2. The Chair shall preside at all Commission meetings, shall sign all acts or orders necessary to carry out the will of the Commission, shall have the authority to assign routine administrative functions to the executive director, shall be eligible to vote on all matters before the Commission, and shall have the generally recognized powers and duties of the office of Chair or president of an organization.

Section 3. The Vice Chair shall serve as Chair in the absence or disability of the Chair. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the Chair's duties until a new Chair is elected to fill the unexpired term.

Section 4. A vacancy in an office shall be filled for the unexpired term by the Commission at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term in that office.

Section 5. The Chair and Vice Chair of the Commission shall not be representatives of the same governmental subdivision nor shall they be elected officers of the governmental subdivisions whose respective terms therein expire simultaneously (i.e., not two elected supervisors whose terms run concurrently). The Chair and Vice Chair may succeed themselves in office for no more than one additional term.

Section 6. At its April meeting in each year the Chair shall appoint a nominating committee consisting of at least ~~three~~ two Commissioners. At least 10 days prior to the meeting at which the ensuing election is to be held, the nominating committee shall send to each Commission member a list containing the name of one nominee for each elected office. Additional nominations may be made from the floor during the meeting at which the election is held.

Section 7. If more than one name is placed in nomination for any elected office, the vote for that office shall be written by secret ballot.

Section 8. The secretary and treasurer need not be members of the Commission, and may succeed themselves in office.

Section 9. The secretary shall prepare and maintain permanent written record of all Commission proceedings, shall transmit notices and agendas to the membership, and transmit a copy of the minutes of each Commission meeting to each member prior to the next regular meeting.

Section 10. The treasurer shall be responsible for ~~oversight review of the management and reporting of the Commission's finances, financial goals, disbursements, investment procedures and assets by staff, staff responsibilities for receiving, keeping and disbursing all funds and property of the Commission, investing funds when and as authorized by the Commission, maintaining permanent records of all financial transactions, and, The treasurer shall be an approved signator for signing all warrants and checks issued against the Commission.~~ The treasurer's financial reports will be submitted to the Commission at each regular Commission meeting, the month following the annual audit. In addition, the treasurer shall convene and provide leadership to the Finance Committee; provide guidance and support to the Executive Director/Finance Director; and work with the auditor/audit committee and report results to the Commission. The Treasurer may delegate certain administrative and financial tasks to the Executive Director.

ARTICLE VII Standing and Special Committees

Section 1. The Commission or Chair may establish standing and special committees as it deems necessary and shall determine the instructions for and method of appointing members to each committee. Vacancies in the committees shall be filled by the Chair of the Commission unless otherwise required in the bylaws approved by the Commission.

Section 2. All appointments to standing committees shall be for a term of one year, concurrent with the terms of officers of the Commission, except when otherwise required by the bylaws.

~~Section 3. The Chair of the Commission shall be an ex-officio, non-voting member of all committees authorized by this article.~~

Section 34. Reports of all committees authorized by the article shall be in writing and shall be made part of the permanent records of the Commission.

ARTICLE VIII Staff

Section 1. The Commission shall appoint an executive director who shall serve as the chief administrative officer. The executive director shall serve at the pleasure of a majority of the Commission membership and ~~his~~ the executive director's compensation shall be established by the Commission.

Section 2. In addition to the executive director, the Commission shall establish such staff positions as may be necessary to carry out the functions of the Commission. Professional and support personnel and their compensation shall be selected and determined by the executive

director within budgetary and other limitations as established by the Commission. The executive director shall be responsible for the day-to-day management of staff.

Section 3. In addition to his regular administrative duties the executive director shall:

(a) recommend work programs and financing methods for adoption by the Commission.

(b) prepare the annual budget for adoption by the Commission.

(c) arrange for an annual audit of the accounts of the Commission by an independent auditing firm, a copy of which shall be submitted to the governing body of each participating governmental subdivision.

(d) countersign ~~all~~ warrants and checks issued against the Commission except for disbursements issued directly to the Executive Director.

(e) provide all other functions and duties as may, from time to time, be assigned to him or her by the Commission.

ARTICLE IX Receipts, Expenditures and Budget

Section 1. The fiscal year of the Commission shall be from July 1 to June 30.

Section 2. The Commission may receive contributions from the Commonwealth of Virginia in accordance with Section 15.1-1412 of the 1950 Code of Virginia as amended.

Section 3. The Commission may make application for and accept loans and grants of money or materials or property at any time from any private or charitable source of the United States of America or the Commonwealth of Virginia, or any agency or instrumentality thereof.

Section 4. The Commission may request and accept annual financial contributions from the governing bodies of the member governmental subdivisions on the basis of an equal per-capita rate as established by the Commission. For the purpose of determining such contributions, population data shall be adjusted each year as defined in Section 15.1-1402(f) of the 1950 Code of Virginia as amended, except that the population of a county shall exclude any town within that county which is a member of the Commission. Such contributions shall be due in quarterly installments on the first day of July, October, January, and April of each year and, if any payment is not Such contributions shall be due in quarterly installments on the first day of July, October, January, and April of each year and, if aAny payment ~~is~~ not paid by a member subdivision within thirty (30) days of the due date, shall cause forfeiture of voting rights for all Commission representatives of that subdivision until such time as all the delinquent contributions are paid.

Section 5. An additional request for financial contributions may be made upon a governmental subdivision for particular services of a local nature which are requested by said governmental subdivisions and which are not included in the general work program adopted by

the Commission. This shall be agreed upon by the Commission and the appropriate governmental subdivision.

Section 6. All payments, except for petty cash, shall be made by check or electronic transfer against funds on deposit in the bank. ~~The Chair, the treasurer and the executive director shall be bonded.~~ All checks shall be signed by any two of the following: Chair, treasurer, or executive director (or his designee) of the Commission. However, at the discretion of the executive director, payroll checks and checks containing pass-through payments to grant subrecipients previously approved by the Commission may be signed by the executive director and his or her designee. The executive director shall notify the treasurer when such action is to be taken.

Section 7. All individual payments of a regular and recurring nature and payments of a special or nonrecurring nature less than or equal to \$100,000 shall be authorized with approval of the annual budget or project resolution by the Commission, with the Chair or treasurer and the executive director authorized to approve such payments. In addition, all individual payments of a special or nonrecurring nature in excess of \$100,000 shall be approved by the Commission by project resolution or by individual expenditure approval.

Section 8. The budget and work program for the ensuing fiscal year shall be approved by the Commission at or before the regular meeting in May.

ARTICLE X Parliamentary Procedure

Section 1. In all matters of parliamentary procedure not specifically covered by these bylaws, Roberts Rules of Order 11 ed. for Small Boards with preference to Roberts Rules of Order, Newly Revised In Brief, 2nd Edition 2011 shall be observed.

Section 2. Specifically covered procedures include:

- Members are not required to obtain the floor before making motions or speaking, which they can do while seated.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be permitted.
- Informal discussion of a subject is permitted while a motion is pending.
- Motions need not be seconded.
- The presiding officer need not stand while putting questions to a vote.
- The presiding officer can speak in discussion without rising or leaving the chair.
- Informal discussion can be initiated by chair.
- Subject to rule or custom, the presiding officer usually can make motions and usually will vote on all questions.
- Motions are still in order to close or limit debate, including limiting times one can speak on a motion.
- Decisions are often made by unanimous consent or consensus, rather than by formal vote. Unless there is unanimous consent, all actions must be approved by vote.

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- Chair must restate motion before voting.

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ARTICLE XI
Amendment of Bylaws

Section 1. Any proposed amendment to these bylaws shall be presented to each member of the Commission at least 30 days prior to the meeting at which they are to be voted upon. A two-thirds vote of all members of the Commission, voting at a regular meeting, shall be required to adopt any proposed amendment to the bylaws.

ARTICLE XII
Effective Date

Section 1. These bylaws and any amendments thereto shall become effective immediately upon adoption.

TJPDC BYLAWS ~~Approved September 4, 2003~~
~~Notice given December 1, 2016~~
~~Approved and Amended February 2, 2017~~

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

BYLAWS DRAFT AMENDMENTS 12/1/2016

ARTICLE I

Name and General Authority

Section 1. The name of this organization shall be the Thomas Jefferson Planning District Commission, hereinafter referred to as the "Commission."

Section 2. The Commission and its actions shall conform to the Virginia Area Development Act (Title 15.1, Chapter 34, Sections 15.1-1400 through 15.1-1415, Code of Virginia, 1950, as amended), the Charter Agreement of the Thomas Jefferson Planning District Commission as it may be amended from time to time, and to the pertinent current rules and regulations of the Virginia Division of State Planning and Community Affairs.

ARTICLE II

Purpose

Section 1. The purpose of the Commission shall be to promote the orderly and efficient development of the physical, social and economic elements of the Planning District through effective planning and by encouraging and assisting governmental subdivisions to plan for the future.

ARTICLE III

Membership

Section 1. Membership shall be set forth in the Charter Agreement of the Thomas Jefferson Planning District Commission. Each charter member of the Commission shall have two voting members on the Commission.

Section 2. Whenever any Commission member fails to attend three consecutive regular meetings or four regular meetings in any six month period, the Chair shall notify the governing body of which the absent member is an appointee and shall recommend that replacement of the member be considered.

Section 3. All members of the Commission shall serve without compensation or refund of personal expenses except when officially representing the Commission or as otherwise authorized by the Commission.

ARTICLE IV Meetings of the Commission

Section 1. Regular meetings of the Commission shall be held at 7:00 p.m. on the first Thursday of each month unless otherwise approved by the Chair or Commission.

Section 2. The Commission shall adopt a schedule for regular meetings at the December regular meeting. The Chair may cancel or reschedule a regular meeting due to lack of quorum, lack of business or other special circumstances.

Section 3. The annual meeting shall be the regular meeting in June except that the date, time and place may be otherwise as determined by the Chair.

Section 4. Special meetings of the Commission shall be held at the call of the Chair or upon the written request of one-third of the Commission members stating the purpose for such special meeting. The call to a special meeting shall be given at least 24 hours prior to the meeting. The media shall be notified at the time of the call.

Section 5. Notice giving the time, date, place and agenda for all regular meetings of the Commission shall be sent at least five days prior to the meeting date to each Commission member and to representatives of the media.

Section 6. All meetings of the Commission shall be open to the public and shall be held at the office of the Commission except as determined otherwise by the Chair.

ARTICLE V Voting Rights and Procedures

Section 1. Each member of the Commission in attendance shall be entitled to one equal vote in all matters before the Commission.

Section 2. Except where indicated otherwise in these bylaws, all actions of the Commission shall be approved by a majority vote of the members present and voting.

Section 3. One Commission member more than one-half of the membership shall constitute a quorum.

Section 4. Each member governmental subdivision shall be represented by at least one Commission member at any meeting at which action is taken requesting per-capita donations from

the participating governing bodies, and such actions shall be approved by the affirmative vote of at least two-thirds of the members present.

ARTICLE VI Officers

Section 1. The elected officers of the Commission shall be a Chair, Vice Chair, secretary and treasurer. The officers of the Commission shall be elected and take office at the annual meeting. Their terms shall be for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting or until their successors are subsequently elected.

Section 2. The Chair shall preside at all Commission meetings, shall sign all acts or orders necessary to carry out the will of the Commission, shall have the authority to assign routine administrative functions to the executive director, shall be eligible to vote on all matters before the Commission, and shall have the generally recognized powers and duties of the office of Chair or president of an organization.

Section 3. The Vice Chair shall serve as Chair in the absence or disability of the Chair. In the case of a vacancy in the office of Chair, the Vice Chair shall assume the Chair's duties until a new Chair is elected to fill the unexpired term.

Section 4. A vacancy in an office shall be filled for the unexpired term by the Commission at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term in that office.

Section 5. The Chair and Vice Chair of the Commission shall not be representatives of the same governmental subdivision nor shall they be elected officers of the governmental subdivisions whose respective terms therein expire simultaneously (i.e., not two elected supervisors whose terms run concurrently). The Chair and Vice Chair may succeed themselves in office for no more than one additional term.

Section 6. At its April meeting in each year the Chair shall appoint a nominating committee consisting of at least two Commissioners. At least 10 days prior to the meeting at which the ensuing election is to be held, the nominating committee shall send to each Commission member a list containing the name of one nominee for each elected office. Additional nominations may be made from the floor during the meeting at which the election is held.

Section 7. If more than one name is placed in nomination for any elected office, the vote for that office shall be written by secret ballot.

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Section 10. The treasurer shall be responsible for review of the management and reporting of the Commission's finances, financial goals, disbursements, investment procedures and assets by staff. . The treasurer shall be an approved signator for warrants and checks issued against the Commission. The treasurer's financial reports will be submitted to the Commission at each regular Commission meeting.. In addition, the treasurer shall convene and provide leadership to the Finance Committee; provide guidance and support to the Executive Director/Finance Director; and work with the auditor/audit committee and report results to the Commission. The Treasurer may delegate certain administrative and financial tasks to the Executive Director.

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Section 3. In addition to his regular administrative duties the executive director shall:

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(c) arrange for an annual audit of the accounts of the Commission by an independent auditing firm, a copy of which shall be submitted to the governing body of each participating governmental subdivision.

(d) countersign warrants and checks issued against the Commission except for disbursements issued directly to the Executive Director.

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Section 8. The budget and work program for the ensuing fiscal year shall be approved by the Commission at or before the regular meeting in May.

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- Chair must restate motion before voting.

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TJPDC BYLAWS

Notice given December 1, 2016
Approved and Amended February 2, 2017