



Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Special Called Meeting

Draft Minutes, August 20, 2020 at 7 pm

Commissioners Present:

Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County (7:28)
Andrea Wilkinson – Greene County
Michael Payne – City of Charlottesville
Tony O’Brien – Fluvanna County
Lisa Green – City of Charlottesville
Bob Babyok – Louisa County

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Legislative Liaison

Guests Present:

Sean Tubbs, Citizen
Bielle Entzminger, C-Ville Weekly
Allison Wrabel, Daily Progress

Commissioners Absent:

Eric Purcell – Louisa County
Dale Herring – Greene County
Donna Price – Albemarle County

Note: The Governor has declared a state of emergency due to the COVID-19 pandemic and the nature of this declared emergency makes it impracticable or unsafe for the Thomas Jefferson Planning District Commission to assemble in a single location. This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting procedures and policies as outlined in Item 4.0-01 of the Virginia state budget (HB29), as effective April 24, 2020. A recording of the meeting was made available to the public on August 22, 2020 at <http://tjpd.org/meeting-agendas/tjpd-8-20-2020/>.

1. Call to Order: Vice-Chair Jesse Rutherford called the meeting to order at 7:02 pm in the Chair’s absence. Mr. Boyles started with an overview of the electronic meeting protocols, to include, informing participants that the meeting was being recorded, that roll call would be verbal, that all participants should keep their microphones on mute unless speaking, that the chair will verbally identify who makes a motion and seconds the motion, and that public comments are limited to 2 minutes. He informed participants that TJPDC staff was monitoring the meeting for those requesting to join the meeting late or for unexpected interruptions to the meeting. Mr. Rutherford then read the names of all Commissioners for the roll call. Results of the roll call are noted above.

2. Matters from the Public:

- a. Comments by the Public: none
- b. Comments provided via email, online, web site, etc.: none
- c. Presentations: none



3. Consent Agenda: The consent agenda consisted of the draft minutes from the June 4, 2020 Commission Meeting and the Quarterly Financial Report through June 30, 2020. The consent agenda was split into two separate votes.

Action Items:

- a. Minutes of the June 4 Commission Meeting:
 - **On a motion by Lisa Green, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes of the June 4, 2020 meeting.** Commissioner Gallaway abstained from the vote due to not attending the June meeting.

- b. (i.-iv.) Quarterly Financial Reports – FY20 Year End: The June Quarterly Financial Reports consisted of a Dashboard Report, a Profit & Loss Statement, a Balance Sheet, and an Accrued Revenues Report. Mr. Boyles shared that the financials were moving back to a good place with unrestricted cash on hand closer to 2 months of operational expenses readily available. He shared that the TJPDC had a net financial gain of \$15,000 in June leaving an overall net gain of \$34,000 for FY20. Mr. Boyles stated that July’s financials show a net gain of \$12,000. He indicated that the change was due to COVID contracts with the local governments to administer CARES Act funding to households and businesses.
 - **On a motion by Andrea Wilkinson, seconded by Michael Payne, the Commission unanimously approved the Quarterly Financial Report for FY20 Year End.** Dylan Bishop was disconnected from the meeting and did not participate in the vote.

4. Resolutions:

- a. Funding Agreement for Rent & Mortgage Relief Program: Christine Jacobs shared an overview of the Emergency Rent and Mortgage Relief Program. She shared that the TJPDC had received \$450,000 in CARES Act funding through the Virginia Department of Housing and Community Development. The TJPDC will serve as the administrator of the program. The TJPDC contracted with United Way/City of Charlottesville, the Monticello Area Community Action Agency, and the Nelson County Community Development Foundation to provide program support staff for intake. Christine shared an overview of the progress of the program to date. The region has spent down \$173,789 of the \$382,461 in rent and mortgage relief available. She gave a brief overview of how each locality was performing in spending down their per-capita portion of the funding. She noted that additional tranches of funding will be made available based on the demand, so outreach was a critical part of ensuring that households that are in need of support know about the program. Christine ended by sharing that the funding agreement and grievance policy and procedures are required for the approval of funding. Mr. Rutherford shared that program was critical for our community and asked if the summary data report could be sent to the Commissioners. Mr. Boyles sent the report via email during the meeting.
 - **On a motion by Keith Smith, seconded by Michael Payne, the Commission unanimously approved the Funding Agreement for Rent & Mortgage Relief Program Resolution.**

- b. Grievance Policy & Procedures for RMRP:
 - **On a motion by Lisa Green, seconded by Michael Payne, the Commission unanimously approved the Grievance Policy & Procedures for RMRP Resolution.**

Mr. Payne asked whether the grievance policy would be available in Spanish. Christine suggested that she could reach out DHCD to see if they have a translated version. Mr. Boyles added that the documents on the RMRP webpage could be translated using the Google Translate feature on their own

pages. Christine agreed to follow up with Ryan Pace to ensure that translation of the materials was available.

5. New Business:

a. **Regional Broadband Partnership Framework:** Mr. Boyles shared that under a Regional Broadband Partnership, the TJPDC would be the facilitator to bring together stakeholders with a goal of expanding broadband and looking at regional authorities that might help the localities. Mr. Rutherford shared that this was a huge topic for our region, especially with schools going virtual, folks working from home, and areas in the region not having access to the internet. Mr. Gallaway asked if the Albemarle County Board of Supervisors would need to approve participation in the partnership prior to the September 1 meeting. Mr. Boyles shared that the goal is to start meeting with an ad hoc group of stakeholders until a formal committee is in place that can be approved by the boards of supervisors and councilors. Mr. O'Brien shared that he would like to join the ad hoc committee.

- **On a motion by Tony O'Brien, seconded by Keith Smith, the Commission unanimously approved moving forward with the development of a Regional Broadband Partnership.**

6. Executive Director's Report:

a. **Executive Director's Report:** Mr. Boyles shared that the Executive Director's written report was provided in the meeting materials. He shared that one update, since the report was provided, was that the TJPDC entered into an agreement with Nelson County to Administer CARES Act funds for a Small Business Grant program. He also shared that the TJPDC would be applying for \$200,000 to do a regional Economic Development plan with the Rapidan Rappahannock Regional Commission. The application will be submitted on Monday, 8/24/20. He shared that the PDC was also continuing work on both the urban and rural Rivanna River corridor plan.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- **Albemarle County:** Mr. Gallaway shared that the supervisors in Albemarle passed a special emergency ordinance to keep up Phase II of COVID response. They started an ambassador's program working with businesses to make sure that the ordinances are in place. Mr. Gallaway will report more in September.
- **Nelson County:** Mr. Rutherford said that both the school system and businesses are struggling with COVID. He suggested that decisions made in Albemarle County and the City of Charlottesville have an impact on the surrounding counties. For example, the farmers in Nelson were struggling because there are not enough open restaurants to provide produce to. He shared concerns with the effects on the housing market and the anticipated inflation that is occurring. He noted that the inventory was extremely low driving up prices and new construction was increasing in cost due to the increase in the cost of material, specifically 2x4s.
- **Louisa County:** Mr. Babyok was experiencing technical difficulties during the Roundtable and was unable to comment.
- **City of Charlottesville:** Lisa Green shared that this would be her last meeting because her term was expiring on the Charlottesville Planning Commission. She has enjoyed learning about other localities. Mr. Payne shared that they are still dealing with the impacts of COVID-19. They are anxiously anticipating the return of University of Virginia students as well as planning for the beginning of the K-12 school year.
- **Fluvanna:** Mr. O'Brien shared that Fluvanna's K-12 schools were all virtual. The supervisors are considering how to best allocate CARES money. There are many concerns in the county about kids getting infected. Fluvanna is continuing to get economic development interest from some

good companies that the county is excited about. Mr. Smith shared that he was excited that the progress that the Central Virginia Regional Housing Partnership is making with the creation of a regional affordable housing web search tool.

- Greene County: Ms. Wilkinson noted that Mr. Dale Herring shared Greene's challenges with the Rivanna Service authority in their last meeting and that she did not have anything to add.

c. Next Meeting – September 3, 2020

8. Closed Meeting:

a. Discussion or consideration of the acquisition of real property for public purpose: Using the attached closed session minutes form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.

b. Public Session Resumes: Per the attached closed session minutes, the public session resumed and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

*** Adjournment:**

- **On a motion by Dylan Bishop, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting.**