



Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, September 3, 2020

Commissioners Present:

Dale Herring – Greene County
Ned Gallaway – Albemarle County
Jesse Rutherford – Nelson County
Dylan Bishop – Nelson County
Keith Smith – Fluvanna County
Andrea Wilkinson – Greene County
Tony O’Brien – Fluvanna County
Donna Price – Albemarle County
Bob Babyok – Louisa County

Commissioners Absent:

Eric Purcell – Louisa County
Lisa Green – City of Charlottesville
Michael Payne – City of Charlottesville

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Deputy Director/Legislative Liaison
Shirese Franklin, Planner

Guests Present:

Sean Tubbs, Independent Journalist, Citizen

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 September 5, 2020 at <https://tjpd.org/meeting-agendas/tjpd-sept-2020/>.

1. Call to Order: Dale Herring called the meeting to order at 7:00 pm. He 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. Herring 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. PUBLIC HEARING – Draft HOME Investment Partnership Program Consolidated Annual Performance and Evaluation Report (CAPER): Comment Period – September, 4, 2020 through September 18, 2020. Mr. Boyles gave a brief slide-show presentation on the HOME program. He noted that Housing and Urban Development (HUD) started the program in 1990 to assist local governments in providing affordable housing. 60% of the funds are allocated to 650 participating jurisdictions. The TJPDC HOME consortium falls into that 60%. HOME funds were \$1.35 billion in FY20 (\$10 million increase). The TJPDC region



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

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entered into a Cooperation Agreement in 1992. Our Consortium gets \$400,000-\$600,000/year. Charlottesville serves as the lead agency with the TJPDC serving as the managing body. TJPDC's responsibilities include: 5 yr. consolidated plan, the regional portion of Annual Action Plan, Annual CAPER, Annual budget with equal sharing of funds, develop rules/regulations with federal regulations, develop program design and oversight, and provide financial management. 15% of funds received are required to be reserved for CHDO's (nonprofits with mission towards affordable with tenants on the governing board). The remaining funds are reserved on an equal basis. The Consortium agrees to share the funding based on projects. HUD sets strict timelines on when the funds must be spent, for example, funding must be committed or under contract within 18 months of receipt. Local jurisdictions who do not get funding committed put the money back into a general pool to share. In FY20, HOME funds total \$640,752 with the following providers, Albemarle Housing Improvement Program, Skyline Community Action Program, Fluvanna/Louisa County Housing Foundation, Nelson County Community Development Foundation, Charlottesville/Piedmont Housing Alliance. The CAPER compares the program's goals with actual performance. Goals come from the 5-year Consolidation Plan. Comments will be received through Sept 18. The CDBG program is also included in the consolidated report. Charlottesville is an entitlement city so they get funds directly from Washington. Other localities would get CDBG funding through the state (the state submits CAPER to HUD).

Shirese Franklin read the region's HOME goals. In FY19, the goals included Homebuyer assistance and Homeowner Rehabilitation, Construction of rental units, and new home construction. Shirese shared an overview of the units completed using HOME funding. The CAPER will be completed and returned to the Commission in November. HUD has allowed extension until December. The Public Hearing was closed.

3. Consent Agenda: The consent agenda consisted of the draft minutes from the August 20, 2020 Commission Meeting and the Quarterly Financial Report through July. The consent agenda was split into two separate votes.

Action Items:

- a. Minutes of the August 20 Commission Meeting:
 - **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the minutes as amended of the August 20, 2020 meeting.** Commissioners Herring and Price abstained from the vote due to not attending the August meeting.
- b. July Financial Reports: Mr. Boyles shared that the TJPDC's Net quick assets were at highest point we have been in the year at \$761,000. The PDC received more money in July than we normally receive. Unrestricted cash levels are now outside of the concern level with 2.5 months operating expenses with readily available cash on hand. TJPDC expects to see unrestricted cash levels closer to 4 months of readily available cash in the near future. July 2019 showed a \$7,000 loss because the TJPDC had not received per capita and state money, which does not come through until after August. July 2020 showed a \$13,000 net gain. The P&Ls show we are 1 month into the year (8%) and received 19% of budgeted revenue. This indicates that the PDC will have some lean months because there are several 6-month programs where the annual budget will be spent in advance. Wilkinson asked if there were programs paying quarterly. The Director shared that both transportation programs (MPO and Rideshare) pay quarterly. He shared that the Rent and Mortgage Relief Program was helping the cashflow.
 - **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously approved the July Financial reports.**

4. Resolutions:

a. FY22 Projected Operating Budget and Local Revenues Requests: Mr. Boyles shared an anticipated \$2 million in revenue in FY22. He shared that the projected budget sets the rate for local governments to provide in local per capita contributions. The per capita rate has not changed in over ten years. The actual operating budget will return to the commission for approval in May. Mr. Boyles shared that he would address future rent payments in the Executive Session. He showed the breakdown of each locality's local funding to the TJPDC. Once required matches are deducted (example: Albemarle and Charlottesville contribute 100% of the match for the MPO program), the balance is divided 75% for regional projects (at least 3 localities) and 25% for specific projects in each locality. The population is updated annually from the Weldon Cooper Center's population estimates. Chip presented the resolution to the Commission

- **On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved Fiscal Year 2022 TJPDC Projected Budget Resolution.**

b. Nelson County MOU for Nelson CARES 2020 Program Administration: Mr. Boyles shared an agreement with Nelson County to administer their CARES Act program directing \$350,000 in direct grants to small businesses who experienced a financial burden due to COVID-19. The project has begun with a flat fee of \$15,000 for up to \$500,00 in grant funds with potential for an additional \$5,000 fee if additional funds are added.

- **On a motion by Keith Smith, seconded by Jesse Rutherford, the Commission unanimously approved the Nelson County MOU for Nelson CARES 2020 Program Administration.**

5. New Business: none

6. Executive Director's Report:

a. Executive Director's Report: Mr. Boyes shared high concern for revenues for FY22 and FY23 due to the federal deficit because the PDC has so many federally funded programs. He believes that the TJPDC had a very good FY21 but FY22 is still a concern. Commissioner Rutherford asked David Blount about the state's prospective. Mr. Blount shared that the General Assembly was in special session and that they would likely not go into reserves. He noted that the state officials think FY21 looks manageable but that FY22 is a concern with the unknowns in the economy.

b. Staff Assignments: Each item was included in the meeting packet but was not discussed in the meeting.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Commissioner Price shared that the largest public issue that they are dealing with is the removal of the statue in front of the Albemarle courthouse. The county is receiving applications from groups that would like to receive the items. The county is providing virtual opportunities for folks to observe the proceeding on September 12th. She shared that their Affordable Housing Plan is moving along. They are looking to ensure that development occurs in the 5% Development Area while retaining 95% rural. They are continuing to look at how to best use their CARES Act funding. In an event with Senator Mark Warner, Ms. Price shared that the additional funds received may be available to spend with an extended expiration date. Mr. Gallaway added that the Rio Road Corridor study and traffic impact analysis was under consideration.

- Nelson County: Commissioner Rutherford shared that Nelson County’s priority is expanding access to broadband. He noted that they are trying to get an additional 500 households connected within the next 12 months. He is hoping to see COVID move along for the sake of the schools and the businesses so that more sacrifices will not have to be made.
- Louisa County: Commissioner Babyok notes that Louisa was fortunate to be able to continue services. He said laptops were issued to staff. The administration building is basically closed and meetings are going well. He attributed that to good leadership but noted that there was limited public participation. The board is postponing decisions because of the inadequate ability for the public to participate. The FY21 budget and the CIP budgets both passed without a tax-rate increase. Louisa expects a decrease in income, but they are blessed because their 10 major companies were not majorly affected (such as Dominion, Walmart, and Lowes). Mr. Babyok shared that they also instituted a phone call-in bank for public participation.
- City of Charlottesville: None
- Fluvanna: Commissioner O’Brien shared that Fluvanna is focused on allocation of CARES Act funding. They are exploring programs for businesses to expand internet coverage. He noted that all students were in virtual school for the fall season. The county is working to obtain hot spots in churches. He noted positive growth with announcement expected in the near future on economic development.
- Greene County: Commissioner Herring shared that Greene County is dealing with issues with the water authority. The Board voted to pull out of the authority but the authority will not allow it. The resolution states that the county would seek legal authority if not permitted to withdraw. Mr. Herring notes that schools were open on a hybrid schedule for Kindergarten through 5th grade, with 6th-12th in virtual learning. Any family can opt for virtual learning. The county is working with churches for internet hotspots and childcare. The new emergency rescue EMTs will go online in October.

b. Next Meeting – October 1, 2020

8. Closed Meeting:

a. Discussion or consideration of the acquisition of real property for public purposes: 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 Jesse Rutherford, seconded by Mr. Obrien, the Commission unanimously voted to adjourn the meeting at 8:12 pm.**