

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION
Draft Minutes of June 5, 2008 Meeting

City of Charlottesville

David E. Brown
Jason Pearson, Treasurer

Albemarle County

Sally H. Thomas
Ann H. Mallek

Fluvanna County

Charles W. Allbaugh, Vice Chair
Grant Tate

Greene County

Jeri Allen
Carl Schmitt

Louisa County

Fitzgerald Barnes
Jackson Wright

Nelson County

Fred Boger
Connie Brennan, Chair

Commissioners Present:

David Brown – Charlottesville
Jason Pearson – Charlottesville
Sally Thomas – Albemarle County
Ann Mallek – Albemarle County
Grant Tate – Fluvanna County
Jack Wright – Louisa County
Fred Boger – Nelson County
Connie Brennan – Nelson County

Commissioners Absent:

Charles Allbaugh – Fluvanna County
Jeri Allen – Greene County
Carl Schmitt – Greene County
Fitzgerald Barnes – Louisa County

Staff Present:

Harrison Rue, Exec Director
Billie Campbell, COO
Rochelle Garwood, Sr. Planner Env.
Melissa Barlow, Trans. Director
Don Reed, Finance Director

Call to Order: Vice Chair Connie Brennan called the meeting to order.

Matters from the Public: None.

Public Hearing – Amendment of Solid Waste Plan: Due to an error in the public hearing notice in March, DEQ required a new notice and public hearing to take Nelson County out of the Solid Waste Region. Since March, the Plan has been revised to incorporate comments from the March meeting: the header was revised to say “2006 TJPDC Solid Waste Management Plan – Amended as of June 5, 2008” and an amendment history has been added to the Executive Summary. Changes presented in March consisted of removing all references to Nelson County from the plan, except for in the membership of the Solid Waste Committee. Connie Brennan opened the public hearing. There were no comments. The public hearing was closed. **On a motion by Jason Pearson, seconded by Ann Mallek, the commission approved the Solid Waste Amendment,** revising the last phrase in the amendment history to read “reflecting the county’s withdrawal from the solid waste planning region.”

Consent Agenda:

Minutes of the May 1, 2008 meeting: Connie Brennan recommended that the last sentence in the Nelson County section of the Commissioner Roundtable be replaced with “The County is in the process of organizing a Strategic Plan for Economic Development.” **On a motion by Ann Mallek, seconded by Fred Boger, the Commission approved the minutes of the May 1, 2008 meeting as amended,** with David Brown, Jason Pearson and Grant Tate abstaining.

Minutes of the May 22, 2008 meeting: **On a motion by David Brown, seconded by Grant Tate, the Commission approved the minutes of the May 22, 2008 meeting as submitted,** with Jason Pearson abstaining.

IGRs: The Commission requested a presentation on mitigation banks at a future meeting. On a motion by David Brown, seconded by Sally Thomas, the Commission approved IGRs FY08-46 through 53.

Resolution for Acting Director: The resolution as included in the packet will be revised to reflect the meeting date of June 5, 2008 and TJPDC Vice Chair Connie Brennan as signatory. **On a motion by Grant Tate, seconded by David Brown, the Commission adopted the Resolution designating Billie Campbell as the acting Executive Director** until a new Executive Director is in place.

Resolution of Appreciation for Harrison B. Rue: Grant Tate read a proposed resolution into the record:

WHEREAS, Harrison B. Rue has served with distinction as the Executive Director of the Thomas Jefferson Planning District Commission for the past six years; and

WHEREAS, Mr. Rue exhibited an attitude of dedicated professionalism in his leadership and intelligence, brought a wealth of experience and contacts, and contributed many unique and useful ideas to the regional table; and

WHEREAS, Mr. Rue's work has facilitated the continuing growth of regional collaboration and intelligent planning throughout the planning district; and

WHEREAS, under Mr. Rue's leadership, the Thomas Jefferson Planning District Commission has elevated its public profile, strengthened its relationships with rural localities and regional and state partners, equipped citizens to effectively participate in the planning process, and improved its financial management and reporting;

THEREFORE BE IT RESOLVED THAT the Thomas Jefferson Planning District Commission expresses its enduring gratitude and appreciation for the exceptional service provided to this region by Harrison B. Rue.

On a motion by Grant Tate, seconded by Fred Boger, the Commission adopted the Resolution of Appreciation for Harrison B. Rue.

Financial Reports: Don Reed reviewed the memo and reports in the meeting packet. A March expenditure of \$2,000 had not been recorded for the quarter prior to producing the reports in the packet. This has now been entered into the system, and makes the following changes to the Financial Report: Contractual expenses for the quarter and year to date increase by \$2,000 to \$97,930.24 and \$287,540.42 respectively. The total TJPDC Costs increase to \$434,857.01 for the quarter and to \$1,325,356.56 YTD, and costs with Pass Thru increase to \$879,268.98 and 2,715,552.64. Revenue over expenditures reduces by \$2,000, with corrected figures of 10,162.80 for the quarter and \$58,070.14 YTD. Some variances between expenditures and budget amounts are due to underestimating expenses for the year during the budgeting process. Expanded detail of over-budget line items will be provided with the end of year financial reports. Figures on the Balance Sheet also need to be revised to reflect the \$2,000 expenditure, with total liabilities now totaling \$422,357.40 and revenue over expenditures at \$58,070.14 for the year. **On a motion by Grant Tate, seconded by Jack Wright, the Commission accepted the financial reports for the quarter ending March 31, 2008.**

UnJAM Summit: Melissa Barlow presented updated maps and figures of participants at the summit and through the on-line survey. There has been a surge of survey responses in the last two weeks, due to an e-mail campaign by CHART committee members. There were about 40 participants at the summit itself, excluding staff. There have now been over 200 survey respondents. Melissa handed out the 6/2/08 version of the Public Participation Summary prepared by TJPDC intern Sarah Eissler. Melissa showed the survey responses from the www.UnJAM.org web site. There was good newspaper coverage of the UnJAM Summit. Sally Thomas reported that she had taken the summit workbook to the May 20 Virginia Transit Association (VTA) Annual Conference. She left the workbook with some local transit people who were not able to attend the summit. David Brown announced that Reid Ewing was a presenter at a sustainability conference in Albuquerque the week following the UnJAM summit and his presentation was very well-

received. Full results of the survey, including demographics of the respondents, will be compiled after the survey is closed.

Piedmont Workforce Network (PWN) Update: Harrison Rue reported that the shift of the workforce program to the Thomas Jefferson Partnership for Economic Development (TJPED) was certain, although not yet officially voted on by the PWN Board and Council. Staff, consultant, and board members are currently working through the transition checklist. The loss of the PWN program at TJPDC will have a significant impact on the agency's budget. Efforts are underway to fill in the shortfall with other programs and income. There was a budgeting error for the PWN program for FY08, and also a rescission of funds from the PY06 program year. This is estimated to be in the range of \$10,000 total, but could be as high as \$15,000. The Commission agreed that any shortfall or debt should not be passed on to TJPED, but absorbed as a loss by TJPDC. No formal action was taken, since figures are not yet available for either the budget error or the rescission. Fred Boger voiced a note of caution, based on events in Lynchburg, where the economic development agency forced a merger with the PDC.

Community Land Trust: Billie Campbell briefed the Commission on activity to date toward establishing a Community Land Trust (CLT) in the Planning District as a mechanism to preserve affordability, and presented a resolution recommended by the Regional Housing Directors Council supporting the formation of the CLT. Sally Thomas recommended adding an additional "whereas, the TJPDC recognizes that the location of housing can affect the true affordability of living in a house and urges the CLT to consider transportation, employment available and other factors in selection of the land to be placed in the land trust." **On a motion by David Brown, seconded by Jason Pearson, the Commission approved the Resolution for the Thomas Jefferson Community Land Trust, as amended.**

Election of Officers: The Nominating Committee, consisting of Grant Tate, Fred Boger and Sally Thomas, recommended a slate of officers, which was distributed to the Commission by e-mail on May 23. The slate is: Chair – Connie Brennan, Vice Chair – Charles Allbaugh, Treasurer – Jason Pearson. **On a motion by David Brown, seconded by Sally Thomas, the Commission closed the nominations and elected the slate of officers as proposed by the Nominating Committee.**

Summer Meeting Schedule: The Commission agreed to have one combined July-August meeting in the latter half of July. The date will be determined after polling the Commission.

Executive Director Search: The Selection Committee and other Commissioners met with John Anzivino of Springsted International immediately prior to the Commission meeting. The interview went well, as did the reference calls to Springsted clients. Initial work will focus on the position description and organizational profile.

Other Business:

Non-profit Arm: Jason Pearson offered to help with the process of applying for non-profit status for TJPDC Corporation.

Chesapeake Bay: Sally Thomas reported that a break-out session on the Chesapeake Bay will be presented at the VACO conference. She noted that Total Maximum Daily Load (TMDL) requirements would be required for tributary strategies in 2011, but that most localities were not aware of this. She asked for input on the content of the session. Commissioners agreed that the session should begin with the requirements, to provide the needed information base before addressing implementation.

Laptop: Harrison Rue asked the Commission for permission to retain his laptop computer. **On a motion by Jason Pearson, seconded by Ann Mallek, the Commission granted permission, requiring all intellectual property of the Commission transferred to TJPDC hard drives.**

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