

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**  
Draft Minutes November 5, 2009

City of Charlottesville

David E. Brown  
Jason Pearson, Treasurer

Albemarle County

Sally H. Thomas  
Ann H. Mallek

Fluvanna County

Charles W. Allbaugh, Vice Chair  
Chris Fairchild

Greene County

Carl Schmitt, Chair  
Andrea Wilkinson

Louisa County

Richard Havasy  
Jackson Wright

Nelson County

Fred Boger  
Connie Brennan

Executive Director

Stephen Williams

**Commissioners Present:**

Jason Pearson – Charlottesville  
Sally Thomas – Albemarle County  
Ann Mallek – Albemarle County  
Charles Allbaugh – Fluvanna County  
Carl Schmitt – Greene County  
Andrea Wilkinson – Greene County  
Jack Wright – Louisa County  
Fred Boger – Nelson County  
Connie Brennan – Nelson County

**Guest Present:**

Keith Lancaster, Southern Development  
Frank Berry, Hantzmon Wiebel  
Ashley Artale, Hantzmon Wiebel  
Bill Wallace, Digital Bridge  
Jon Alcorn, Digital Bridge

**Call to Order:** TJPDC Chair Carl Schmitt called the meeting to order.

**Matters from the Public:** Keith Lancaster introduced himself and indicated that he was available to answer any questions related to the minor amendment to the Regional Solid Waste Management Plan, included in the consent agenda.

**Consent Agenda:** The Consent Agenda included draft minutes of the October 1, 2009 meeting and a Minor Amendment to the Solid Waste Management Plan. The Department of Environmental Quality (DEQ) required a minor amendment to the SWMP for the Zion Crossroads Recycling Center, currently a Construction-Demolition-Debris (CDD) Materials Recovery Facility (MRF) to add a Municipal Solid Waste (MSW) component to that operation. Based on Section 9 VAC 20-130-175.A.2, the DEQ determined this addition to constitute an “addition, deletion, or cessation of the operation of any facility that is not a solid waste disposal facility” and a “change that moves toward implementation of a waste management strategy that is higher in the waste management hierarchy.” The minor amendment does not require Department approval prior to implementation, and does not require public notice. As required by the DEQ, the TJPDC will notify the DEQ when the plan is amended.

There was a correction to the October 1, 2009 minutes under the section on the VDOT 2035 Surface Transportation Plan. The first bullet in the second paragraph was corrected to read:

- No support for the proposal to widen US 33 to four lanes immediately east of the entrance to Shenandoah National Park, due to the cost and environmental impacts and environmental impacts and limited benefits. Support the consideration of adding a turn lane and spot improvements for safety.

**On a motion by Jack Wright, seconded by Sally Thomas, the Commission approved the consent agenda** including the October minutes as corrected and the minor amendment to the Solid Waste Management Plan, with Charles Allbaugh abstaining on the minutes.

**Audit:** Frank Berry of Hantzmon Wiebel briefly presented the FY2009 Audit. He reported that he had made a more detailed presentation to the Audit Committee immediately prior to the Commission meeting. The audit process was very smooth with no adjustments needed to the financial reports prepared by TJPDC. The resulting audit report was unqualified, with no findings, material weaknesses or significant deficiencies. TJPDC does not yet qualify as a low-risk auditee, but will with the next audit if it continues to be unqualified with no material weaknesses or significant deficiencies. The financial figures were largely in line with the previous year, with the exception of the Workforce Investment Act program and a loss of approximately \$30,000 for the year.

Charles Allbaugh reported on behalf of the Audit Committee. The committee recommends approval of the audit, with the following corrections:

- Slight numerical corrections, \$1 each on Total Liabilities and Unrestricted undesignated net assets, on page 3 of Management's Discussion and Analysis, to bring the figures into compliance with the audit report.
- Delete the proprietary name "Great Plains" and insert the generic phrase "accounting software" in the last paragraph of page 4 of Management's Discussion and Analysis
- Revise figures of page 22 regarding deposits covered by federal depository insurance to reflect new FDIC limits.
- Correct the indirect cost rate used during the fiscal year ended June 30, 2009 from 71% to the actual rate used of 53% on page 30.

**Acting on the recommendation of the Audit Committee, the Commission approved the audit as corrected.**

**Broadband Initiative:** Steve Williams reported that the technical committee representing the five counties selected Digital Bridge Communications as the provider for the Broadband project. At this time, TJPDC expects the Notice of Funding Availability (NOFA) to be released at the end of December, with applications due around the end of February. Mr. Williams introduced Bill Wallace and Jon Alcorn of Digital Bridge Communications (DBC), who presented information and answered questions. DBC was the first carrier to launch standards-based WiMAX in the United States, a very secure and very fast technology for broadband wireless coverage. DBC has launched 15 markets since 2007, with service to towns and rural areas. WiMAX is not limited to line of sight and is not unduly hampered by foliage or weather. Hills can be an issue. The system includes a 360° ring on towers, with a sophisticated model that optimizes terrain and tower height and location. DBC will work with TJPDC to maximize coverage. Their proposal will include connections and service to libraries and schools at no cost to the localities. DBC is conducting market surveys to identify the proposed coverage area based on current adoption rates.

**Intergovernmental Reviews (IGRs):** Two IGRs were included in the packet: FY10-14: modification of Tenaska's permit and FY10-15: DEQ's application for federal funding to survey and inventory brownfield sites in the state. **On a motion by Sally Thomas, seconded by Charles Allbaugh, the Commission approved submission of a positive comment supporting the effort to inventory brownfield site (FY10-15), with no comment on FY10-14.**

**TJPDC Budget:** FY10: Steve Williams presented the revised budget for the current year, FY10, reflecting actual commitments for revenue and projected new projects, with expenditures realigned to reflect the rates of actual expenditures for the first quarter of FY10. The budget included in the packet reflects a shortfall of \$65,497. Since last week, TJPDC has received word from the Department of Rail and Public Transportation of additional carryover funding of approximately \$16,000 which can be used in FY10. **On a motion by Jason Pearson, seconded by Fred Boger, the Commission approved the FY10 budget with the addition of the DRPT carryover funds and a line item indicating a transfer of the shortfall from reserves.**

FY11: For budget requests for localities, the proposed FY11 budget shows level funding requests from the six localities. The revenues and expenditures will reflect other revenues and expenditures based on the FY10 budget, since this is the most reliable basis for projection at this time. **On a motion by Fred Boger, seconded by Ann Mallek, the Commission approved the requests to member localities based on the current funding amounts.**

**Survey of Localities:** Steve Williams handed out a transcription of comments received on questions 1 and 5 of the survey, and a compilation of numerical responses to other questions on the survey, highlighting some of the responses. This information will be used at the Commission retreat to be held on November 12.

**Energy Initiative:** Steve Williams briefed the Commission on the status of regional initiatives related to energy. TJPDC submitted a regional application on behalf of the HOME Consortium to pay for increased efficiency heat pumps through no-interest loans, secured by a deed of trust. Loan repayments would be made to a revolving loan pool to unable additional projects. If awarded, TJPDC will get resolutions of support from the Boards of Supervisors from Fluvanna, Greene, Louisa and Nelson Counties. The counties will not be required to undertake any activities or provide any funding for the program. Greene County and Nelson County Schools are also submitting applications for assistance.

**Transportation Enhancement Proposals:** TJPDC received two requests for letters of support for applications to VDOT for Transportation Enhancement Program grant funding: Crozet Safe Routes to School in Albemarle County and Nelson's Blue Ridge Tunnel Project. **On a motion by Jason Pearson, seconded by Jack Wright, the Commission approved letters of supports for these two projects.**

**Commission Roundtable:** The Commission will select the topic for the next meeting at the retreat.

**Other Business:** Next Meeting: TJPDC staff has reviewed business items required in December to determine if a meeting would be required. Upon review, staff recommends that the Commission meet in December, either on December 10 or 17, and not meet in January due to changes in Commission membership. It is not expected that elected bodies will identify their appointments to the Commission in time for meeting notices if the Commission met on January 7. The Commission selected December 10 as the date of the next meeting and recommended an Open House event for newly elected officials and the Commission from 6:00 to 7:00 p.m., just before the Commission meeting. Orientation for new Commissions and newly elected officials would be held in January in lieu of a Commission meeting.

Scenic Rivers: Sally Thomas provided a poster and flyer of the 40<sup>th</sup> Anniversary of Virginia's Scenic Rivers Program, to be observed in 2010.

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