

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

Committee of the Whole
Draft Notes December 10, 2009

Commissioners Present:

Sally Thomas – Albemarle County
Charles Allbaugh – Fluvanna County
Carl Schmitt – Greene County
Andrea Wilkinson – Greene County
Fred Boger – Nelson County
Connie Brennan – Nelson County

Guest Present:

Duane Snow, Albemarle BOS (elect)
Rodney Thomas, Albemarle BOS (elect)
James Frydl, Greene BOS (elect)

Commissioners Absent:

David Brown – Charlottesville
Jason Pearson – Charlottesville
Ann Mallek – Albemarle County
Chris Fairchild – Fluvanna County
Richard Havasy – Louisa County
Jack Wright – Louisa County

Staff Present:

Steve Williams, Executive Director
Billie Campbell, COO
Erin Yancey, Environmental Planner
Don Reed, Director of Finance
Will Cockrell, Regional Planner

Introduction of New Staff Member: Steve Williams introduced Erin Yancey. Erin started at TJPDC as the Environmental Planner on November 9, 2009. Erin holds a B.S. in Environmental Policy and Planning from Virginia Tech and is pursuing a Master's degree in Soil & Water Science, concentration in Environmental Science, from the University of Florida via distance education. For the last four years, Erin worked in environmental compliance for the VDOT maintenance program in the Staunton District.

Minutes of the November meeting: Connie Brennan submitted some minor corrections to the minutes. These will be incorporated into the draft minutes for formal action at the February meeting.

Letter of Support: Steve Williams informed the Commission that Local Energy Alliance Program (LEAP) has requested a resolution or letter of support to include in its application for US Department of Energy Funding (DE-FOA-0000148) for a Retrofit Ramp-Up Program within the Energy Efficiency and Conservation Block Grant Program. LEAP will work with other regions through the Southeast Energy Efficiency Alliance (SEEA). This will be handled as a letter of support from the TJPDC Executive Director.

Intergovernmental Reviews (IGRs): Two IGRs were included in the packet: FY10-16: Reissuance of permit for Crozet WTP and FY10-17 Environmental Impact Review for Biscuit Run Tract Acquisition. Sally Thomas reported that the County wrote to DEQ about the short time frame for comments on the Biscuit Run Tract. The County is not enthusiastic about a state park, since it is inconsistent with the County's Comprehensive Plan, results in a loss of proffers and taxes, and the County's park plan does not include this type of park. Considerable work by the Planning Commission and County staff had resulted in a proposed project in the County's designated growth area that incorporates the neighborhood model, which will not come to fruition if this tract becomes a state park.

Alternative Approaches to IGRs: Steve Williams briefly reviewed a memo in the meeting packet outlining alternate approaches to Inter-Governmental Reviews. After discussion, the process will be: Staff will e-mail out IGRs to the affected member governments (Commissioners, Planning Director, and Chief Administrative Officer) when received. The locality could indicate that it wants the IGR to be included in the Commission's agenda. In that event, TJPDC staff would contact local staff to

discuss the issues and prepare a suggested letter of comment. The Consent Agenda would be divided into two parts: Items for Action and Items for Information. IGRs meriting comment would be included as Items for Action and others would be included as Items for Information.

Quarterly Financial Reports: The Consolidated Profit and Loss report and the Balance Sheet for the quarter ending September 30, 2009 were included in the packet, along with a cover memo. Don Reed noted that revenues were up due to a higher indirect cost rate for FY10 than FY09, and the addition of billable hours by the Executive Director since FY09. There was a surplus of \$21,943 for the first quarter of FY10. Andrea Wilkinson requested an additional line item under revenue for federal pass-through on the P&L report, to clearly indicate that the pass-through revenue matched the pass through costs. The balance sheet should also include a designation of the quarter in the column headings. Steve Williams noted that the reports reflect the budget as adopted by the Commission in November. Staff has since discovered an error in the spreadsheet calculating staff costs, which will reduce the total staff amount in the budget. The adopted budget also included some contracts that have not yet been executed. Staff will either bring back a revised budget or a status report to the February meeting. Don Reed also reported that Virginia National Bank is requiring more formal documentation to purchase a Certificate of Deposit (CD). In the future, a CD report will be added to the Commission agenda for action to satisfy bank requirements. In response to a question, staff also confirmed that the leases for the Virginia Workforce Center- Charlottesville have been transferred to TJPED as part of the workforce program.

THA Presentation: As requested by the Commission the final project presentation that staff has been using with groups statewide was given by Regional Planner Will Cockrell. This presentation as used at the Governor's Housing Conference in Norfolk on November 19, and included an overview of the Transportation and Housing Alliance, the members of the Steering Committee, Goals, and an overview of the THA Toolkit. As part of the two-year continuation of the original grant funded by the Virginia Board for People with Disabilities (VBPD), TJPDC awarded sub-grants to agencies and organizations to utilize the THA Toolkit in a planning project. 12 projects were carried out, including: a housing market study for a proposed apartment project for people with disabilities in Lynchburg by Locust Hill LLC, two studies by Senior Services of Southeastern Virginia to address housing, transportation, and access to services in Hampton Roads, an advocacy project by the Junction Center for Independent Living to promote use of the Toolkit by localities in the LENOWISCO Planning District, the Louisa County Transportation Plan carried out by TJPDC, the Regional Coordinated Human Services Mobility (CHSM) Plan in the Rappahannock-Rapidan Regional Commission, a Needs Assessment for People with Disabilities carried out by TJPDC working with the Disability Services Board and Transition Council, an Employment Mobility Study by the New River Valley PDC, a transit study by Central Shenandoah PDC, a study on revitalizing the Town of Mineral's central corridor, with considerations to persons with disabilities and those with special transportation needs and walking tour conducted by TJPDC, and a Comprehensive Plan for the City of Covington by the Roanoke Valley-Alleghany Regional Commission. Lessons learned from the projects were incorporated into a second edition of the THA Toolkit, which also includes Fact Sheets that show how to use the THA Toolkit for specific types of projects, including Comprehensive Plan, Housing Market Analysis, Needs Assessment, Transit Study, and Rural Long Range Plan.

Strategic Planning Retreat Follow-up: Steve Williams reviewed notes from the November 12 retreat, presented as a handout of the PowerPoint slides developed during the retreat. Steve has started meeting with key staff in the localities to explore their needs for programs and products. The need for grant writing and administration and GIS support was particularly noted by the Commissioners present. Communication ideas for short, frequent newsletters and building

relationships with Planning Commissions were validated by the Commission. Steve will be shaping the notes into a strategic plan to bring back to the Commission in February. As part of the strategic planning work, the mission statement will also be reviewed. The strategic plan will include short-term, medium-term, and long range strategies. Steve also reviewed the organization chart showing the TJPDC staff. The Commission requested that this be expanded with bullet points on what services are included, identifying functions and products.

Commission Roundtable: The Commission will focus on the Strategic Plan in February. Additional suggested topics for future meetings included: parks and recreation, GIS, Tourism (e.g. Journey Through Hallowed Ground), criminal justice, and wind turbines.

Other Business:

Orientation: Orientation sessions for new Commissioners will be scheduled in January.

Next Meeting: The January meeting has been canceled, since new Commissioners will not yet be identified. The next regularly scheduled meeting will be Thursday, February 4, 2010 at 7:00 p.m.

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