

**THOMAS JEFFERSON PLANNING DISTRICT COMMISSION**  
Minutes February 4, 2010

City of Charlottesville

Satyendra Huja  
Jason Pearson, Treasurer

Albemarle County

Ann H. Mallek  
Duane Snow

Fluvanna County

Joe Chesser  
Chris Fairchild, Vice Chair

Greene County

Carl Schmitt, Chair  
Andrea Wilkinson

Louisa County

Tommy Barlow  
Fitzgerald Barnes

Nelson County

Fred Boger  
Connie Brennan

Executive Director

Stephen Williams

**Commissioners Present:**

Ann Mallek – Albemarle County  
Duane Snow – Albemarle County  
Satyendra Huja– Charlottesville  
Jason Pearson – Charlottesville  
Joe Chesser – Fluvanna County  
Chris Fairchild – Fluvanna County  
Carl Schmitt – Greene County  
Andrea Wilkinson – Greene County  
Fred Boger – Nelson County  
Connie Brennan – Nelson County

**Guest Present:**

Leslie Middleton, RRBC

**Commissioners Absent:**

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Tommy Barlow—Louisa County  
Fitzgerald Barnes – Louisa County

**Staff Present:**

Steve Williams, Executive Director  
Billie Campbell, COO  
Erin Yancy, Environmental Planner  
Johnny Han, Sr. Transportation Planner

**Call to Order:** TJPDC Chair Carl Schmitt called the meeting to order and welcomed all attendees.

**Matters from the Public:** None.

**Consent Agenda:** Action items on the consent agenda included the minutes of the November 5 and December 10, 2009 Commission meetings, Finance Report for the quarter ending 9-30-09, Purchase Procedures for Certificates of Deposit, FY11 RideShare Resolution, and letters of support for Town of Louisa grant proposal and Nelson County Service Authority application. **On a motion by Jason Pearson, seconded by Connie Brennan, the Commission approved all action items,** with Chris Fairchild, Duane Snow, Satyendra Huja and Joe Chesser abstaining on the minutes.

**Welcome of New Commissioners:** Chair Carl Schmitt welcomed Duane Snow, Satyendra Huja, and Joe Chesser to the Commission. Tommy Barlow and Fitzgerald Barnes were appointed to the Commission by Louisa County earlier in the week, but were unable to attend. All Commissioners introduced themselves by name and locality.

**Welcome of New Staff:** Executive Director Steve Williams introduced Johnny Han, new Senior Transportation Planner. Johnny brings traffic demand modeling capability and will be working on projects within the MPO area. Johnny's background also includes development of tools to analyze transportation improvements in rural areas. Johnny told the Commission that he was pleased to be on board at the TJPDC.

**Election of Vice Chair:** On a motion by Connie Brennan, seconded by Jason Pearson, Chris Fairchild was nominated for the position. On a motion by Duane Snow, seconded by Connie Brennan, the nominations were closed. **The Commission unanimously elected Chris Fairchild as Vice Chair.**

**Budget Update:** Billie Campbell briefed the Commission on the revised budget, which included corrected figures for staff salaries and benefits, revisions to speculative projects included in the budget adopted in November with actual contracts now in place, and delay in the \$150,000 travel demand modeling project until FY2011. The revised budget shows a shortfall of \$2,212, compared to the \$49,488 shortfall shown in the budget adopted in November. **On a motion by Jason Pearson, seconded by Ann Mallek, the Commission adopted the revised budget as presented.** Financial reports for the remainder of FY10 will be based on this revised budget.

**Draft Strategic Plan:** Steve Williams presented an overview of the implementation section of the draft strategic plan, consisting of three elements: Updated Mission Statement, Improved Communications, and Updated Programs and Products. On the updated mission statement, Jason Pearson suggested a pre-action survey to set a benchmark, in addition to the proposed FY11 survey to test success. For improved communications, Ann Mallek requested that the plan define the role of the Commission in the listening process. Carl Schmitt suggested that a mechanism be instituted to track local requests from the time of the request to resolution. A mechanism to equip Commissioners to present information to other elected officials in their locality was also suggested.

The section on updated programs and products includes nine areas.

1. Grant Writing and Administration - Ann Mallek indicated that Albemarle County would also be interested, in addition to the four rural counties. Carl Schmitt noted a need to deal with competing projects and also recognized that some proposals might be based on a regional approach. Chris Fairchild indicated that Fluvanna had data on their grant administrator that would be used as a case study of the value of a grant writer. He thought a regional grant writer might serve as a kick-start for localities to hire their own grant writers. Ann Mallek suggested investigating grant information resources available through the Center for Non-Profit Excellence (CNE).
2. Regional Training Center - For the regional training center, the Commission suggested that this could also serve as a training ground for staff, possibly with a mentoring component. The Commission suggested looking into the Sorensen Institute for Political Leadership at UVA, which provides non-partisan training for political leaders and training for candidates.
3. Regional Initiatives - For regional initiatives, the Commission suggested quantifying the value to the community by locality, starting with the broadband initiative.
4. Environmental - For environmental program development, the Commission recommended adding energy initiatives and LEED to this section.
5. Joint Procurement - For joint procurement, the Commission recommended checking into VML and VACO programs.
6. Traffic Analysis - Under traffic analysis/TDM/traffic simulation, Steve noted that a field traffic technician may need to be hired if the program develops sufficiently.
7. GIS Services - For GIS services, the Commission suggested finding out how much localities are paying now and checking Virginia law for imposing a fee for developing GIS data. Steve

noted that this item represented the highest risk of any of the proposed new programs or products.

8. Regional Economic Development - For regional economic development, Steve reported that he had met with Mike Harvey of TJPED. Some federal funding may be available for regional economic development. Ann Mallek thought that past economic development efforts have been somewhat disjointed, tending to pit localities against one another, but the focus has shifted at TJPED in recent years.
9. eGovernment Support - For eGovernment support, Jason Pearson asked that legal and technical issues be examined in relation to having an on-line discussion forum for planning commissions and other bodies.

**On a motion by Jason Pearson, seconded by Satyendra Huja, the Commission adopted the plan as a draft.** Andrea Wilkinson suggested that a shortened version, possibly in the form of a list of services and organization chart, be developed. Chris Fairchild echoed the need for a communications effort to make this understandable and accessible to local governments.

**Lease Proposal:** Draft terms and a floor plan and description of improvements to the current space and adjoining space were included in the meeting packet. The adjacent space is about 1,300 square feet and has been vacant for about 14 years. The proposal is for a 2 part lease, one part for the existing space and one for the adjacent space. Both would be for five year terms, with an option for an additional five years. The memo identified including the current 3% escalation in the lease for the current space, but at Duane Snow's suggestion, the starting proposal will be at the current rent level for the first three years without any escalation. For the adjacent space, the memo identified rent as the cost of the improvements divided by 60 months. This will instead be proposed as a set amount per month, around \$700. The Commission agreed that the terms and lease amounts were an appropriate place to begin negotiations with the landlord.

**Other Business:**

**March Roundtable Topic:** Steve suggested the Chesapeake Bay TMDL as a topic, inviting Leslie Middleton, Rick Parrish and Sally Thomas to present. Jason Pearson suggested examining water issues, particularly the technical aspects and public engagement, which might require expressing the issues in terms of livability. This will be added as a potential future topic. The Commission also suggested that staff make brief presentations on current work.

**Village of Rivanna:** Ann Mallek reported that Bill Wanner had been recognized for his work at the Albemarle BOS work session held Wednesday, February 3.

**Obesity Prevention:** Ann Mallek reported that a strategic planning effort was underway for the prevention of obesity and offered to forward a survey to localities.

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