

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/82381785258?pwd=ekdBdXloNFcvMUI5dmUzQm9pV0NMdz09&from=addon>

Meeting ID: 823 8178 5258

Passcode: 973362

By call-in 1-301-715-8592

- | | |
|---|-------------|
| 1. Call to Order | 7:00-7:05 |
| a. Notice of Electronic Meeting and Commissioner and Public Protocol | |
| 2. Matters from the Public | 7:05 – 7:15 |
| a. Comments by the public are limited to no more than 2 minutes per person. | |
| b. Comments provided via email, online, web site, etc. (Read by Director) | |
| 3. Presentations | 7:15 – 7:45 |
| a. Association for Commuter Transportation (ACT) | |
| 40 Under 40 Awards – Sara Pennington | |
| b. Regional Legislative Priorities – David Blount | |
| c. Chesapeake Bay Watershed Implementation Plan (WIP) – Dominique Lavorata | |
| 4. * Consent Agenda | 7:45– 7:45 |
| Action Items: | |
| a. Minutes of November 5, 2020 Meeting | |
| b. Monthly Financial reports | |
| i. October Dashboard Report | |
| ii. October Profit & Loss Statement | |
| iii. October Balance Sheet | |
| iv. October Accrued Revenues Report | |
| 5. Resolutions | 7:45 – 7:45 |
| 6. New Business | 7:45 – 8:00 |
| a. Regional Rental and Mortgage Relief Program Update – Christine Jacobs | |
| 7. Executive Director's Report | 8:00 – 8:15 |
| a. | |
| 8. Other Business | 8:15 – 8:30 |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting – <u>February 4, 2021</u> | |
| * ADJOURN | 8:30 |

Designates Items to be Voted On



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505

Telephone (434) 979-7310 • Fax (434) 979 1597 • Virginia Relay Users: 711 (TDD) • email: info@tjpd.org • web: www.tjpd.org

NOTICE OF ELECTRONIC MEETING
DUE TO COVID-19 STATE OF EMERGENCY

CHECKLIST: 1. Recording is on. 2. Chat is on. 3. Close Caption is on 4. Waiting room is admitted. 5. Co-hosts are added. 6. Participants are muted.

This meeting of the Thomas Jefferson Planning District Commission is being held pursuant to Item 4.0-01 of the approved state budget (HB 29) that allows public bodies to hold electronic meetings in the current COVID-19 emergency, in that it is impracticable or unsafe to assemble in a single location and that the purpose of the meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body.

This meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public with close captioning and there will be an opportunity for public comment during that portion of the agenda.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda.

The meeting minutes will reflect the nature of the emergency, the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.

A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.

TJPDC Board of Commissioners are meeting this evening at 7:00 PM with a quorum of voting members through electronic virtual communication of Zoom software application. The meeting agenda and virtual meeting address has been posted for one week at 401 Water Street East, on the TJPDC web site and provided to local media outlets and provided to the general public and Commission members. This meeting is open to public viewing and public comment will be allowed through electronic communication at such time as provided on the meeting agenda.

The Governor has declared a state of emergency, the nature of this declared emergency makes it impracticable or unsafe for the public body to assemble in a single location; the purpose of meeting is to discuss or transact the business statutorily required or necessary to continue operations of the public body; the TJPDC shall make available a recording of the meeting on its website in accordance with the timeframes established in §§ 2.2-3707 and 2.2-3707.1 of the Code of Virginia. The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes of the public body.

We will begin by having each Commission member identify themselves and then TJPDC staff members. We ask that you keep your communication devices on mute until you prepare to speak. In addition, you may "raise a hand" or use the chat feature to initiate a discussion. The public will be muted except for public comment periods. Those wishing to speak are asked to use the raised hand function or chat function of the Zoom program. Participants calling in may press *9 to utilize the "raised hand" function to speak during appropriate times. Staff will assist the Chair in recognizing those who wish to speak and with identifying motions, seconds and votes. Votes will be taken by roll call of the members present by TJPDC staff.



Posted: 11/11/2020

Category: Events



The Association for Commuter Transportation (ACT) celebrated the announcement of the 2020 40 Under 40 recipients at the annual TDM Forum, which took place virtually (watch the ceremony below). Celebrating the accomplishments of a tremendous group of Transportation Demand Management (TDM) professionals and industry leaders at its annual Forum, the awardees represent a diverse cross-section of the industry, including private sector employers, city and state governments, service providers, consultants, and nonprofits committed to solving the transportation and mobility challenges facing their communities and organizations.

"During a year that has introduced unprecedented challenges to the industry, it's a pleasure to look to the future of TDM with this impressive group of leaders addressing transportation and mobility. The work they do makes a very real difference in the quality of life for commuters, and their creative solutions are improving the sustainability of their communities," said ACT Executive Director David Straus.



401 E. Water St.
Charlottesville, VA 22901
TJPDC.ORG

Contact: *Dominique Lavorata, Planner & Legislative Aide (dlavorata@tjpd.org)*

**The Thomas Jefferson Planning District Commission (TJPDC)
FISCAL YEAR 2021 PDC LOCALITY IMPLEMENTATION PROGRAM
VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY**

I. PURPOSE AND OBJECTIVE

In Fiscal Year 2021 each planning district commission/regional commission will receive \$52,000 from the Department of Environmental Quality (DEQ). The corresponding planning district commission/regional commission will provide a local match of \$13,000 to conduct local area watershed implementation planning activities. This resource may be supplemented with additional planning funds.

The Thomas Jefferson Planning District Commission (TJPDC) will contract with DEQ to provide annual technical and administrative assistance to localities and stakeholders of the Chesapeake Bay Watershed Area as approved by an Annual Work Program. The annual scope of work shall include specific activities as requested by DEQ. The scope of work may also include activities or studies addressing other environmental planning related issues that may be of specific interest to the region. The annual scope of work would include at a minimum: an annual performance report of the PDC Locality Implementation Program; coordination with local governments, state agencies, and stakeholders to include collaboration activities; BMP funding/grant research for localities; GIS services, and specific BMP project assistance for localities or the region.

II. GEOGRAPHIC AREA

The TJPDC will provide environmental planning services to the counties of Albemarle, Greene, Louisa, Nelson, and Fluvanna; and the city of Charlottesville. Planning efforts will focus on the developed, non-MS4 areas of the region but collaboration with MS4 localities will be encouraged.

III. SCOPE OF WORK

A. PROGRAM ADMINISTRATION

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to administer and manage PDC Locality Implementation Program that includes programmatic and financial reporting for the program.

1. Perform general administrative and financial functions related to management of the DEQ funding, as well as other contract administration and project management services.
2. Provide interim and annual performance reports of the PDC Locality Implementation Program.
3. Prepare the FY22 work program for the PDC Locality Implementation Program .
4. Update TJPDC Commissioners and local boards on progress of key contract deliverables and other Bay-related issues as needed.

Deliverables:

- Interim reports on program activities, grant applications and finances will be submitted.
- An annual performance report of the PDC Locality Implementation Program will be provided to DEQ. This report will provide a detailed update on the status of all program activities and the financial status of the program.
- The FY22 PDC Locality Implementation Program scope of work will be developed.

B. LOCAL PLANNING ASSISTANCE

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to provide direct planning assistance to the rural cities, counties and towns within the TJPDC region regarding Best Management Practices (BMPs), programmatic actions, and other environmental projects. This work promotes regional involvement and develops consensus on local area watershed and nutrient reduction goals through a continuing, comprehensive and coordinated planning process.

1. Assist localities with the development of BMP implementation projects and cost assessments, and programmatic actions on an as-needed basis. Assist localities that may have limited staffing. Assist localities in the completion of BMP implementation projects.
2. When requested, update the environmental sections of local government comprehensive plans and create model WIP III language for inclusion.
3. When requested, assist localities with updating local ordinances and zoning regulations.
4. Research grant opportunities and assist localities in identifying BMP implementation-related grant opportunities. Assist localities and the Soil and Water Conservation District (TJSCW) in applying for funds and provide grant writing assistance when needed. Disseminate funding information to localities; update the TJPDC's Grant Matrix document.
5. Assist localities with mapping, data collection and GPS / GIS services as needed.
6. Attend grant information sessions, workshops, webinars, etc. sponsored by DEQ, Chesapeake Bay Program and other related agencies.

7. Host and facilitate regular meetings for a WIP network group. These meetings will be the primary forum for disseminating information on the Chesapeake Bay WIP III program. The network group will be made up of representatives from localities, State agencies, Soil & Water Conservation Districts (SWCDs), and local conservation groups. This WIP network group will act as the main stakeholder committee to complete contract activities and deliverables.

8. Collaborate with other Bay PDCs as part of the urban sector network group. Coordinate meetings and/or teleconferences with other Bay PDCs to discuss BMP implementation process and efforts to assist unregulated (non-MS4) communities.

9. Continue to work with the Virginia Department of Health (VDH), SWCDs and local governments to develop a process to capture and track septic tank pump outs. TJPDC will also work with the Thomas Jefferson Soil and Water Conservation District (TJSWCD) to obtain this data.

Deliverables:

- GIS data produced as a result of requested assistance to localities.
- Grant applications completed during this Fiscal Year will be submitted to DEQ for funding or informational purposes.
- Meeting summaries for WIP network group.
- Continue to maintain matrix of grant opportunities.
- Track progress of BMP projects that are being constructed or implemented.
- Act as resource / liaison between TJPDC, localities, & DEQ.

C. PROGRAM MARKETING, EDUCATION, AND OUTREACH

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to promote and market WIP III materials in the TJPDC region. This work encourages outreach and training opportunities, public participation and providing updates on WIP III on a TJPDC micro-site and educational materials.

1. Maintain the TJPDC website and watershed implementation plan micro-site to communicate important planning activities and information.
2. Participate in outreach activities and public events to increase community engagement and WIP marketing.
3. Host or participate in trainings as needed for localities and stakeholders.
4. Prepare marketing and educational materials for localities and public use.

Deliverables:

- Continue to create Thomas Jefferson Quality Guide booklets and update social media with the #LoveYourWatershed RSEP postings.
- Develop WIP III educational materials for public and for localities to distribute such as brochures, newsletters, or other marketing items.

D. Ideas for Regional -Specific Tasks

BACKGROUND AND OBJECTIVE:

The purpose of this work element is to develop regionally specific tasks for inclusion in this annual Scope of Service for implementation during calendar year 2021. The TJPDC has many goals and ideas for future projects, but will choose tasks based on time, funding, and stakeholder participation.

1. Continue working with Virginia Department of Forestry (VDOT) and localities to implement tree planting projects through VDOT's Trees for Clean Water grant program. The TJPDC assisted several localities in 2020 and sees potential for more tree planting projects since this BMP can be more easily obtained for localities.
2. Create model WIP III language for localities to include in their comprehensive plans and ordinances or work with localities to develop their own if needed.
3. Continue to work with localities and stakeholders on identifying a good regional project for NFWF funding. Ideas in the past have included identifying nutrient management sites, stream restoration sites, detention pond rehab/ retrofitting sites, and small dam removal sites. One potential project would need to be selected and developed.
4. Work with VDH and local septic pumping companies to develop tracking or reporting system for septic pump outs. Additionally, work with TJSWCD to obtain and assess septic pumpout data.
5. Collaborate with local organizations on a stream cleanup event. With COVID-19 issues in 2020, the use of stream-clean up kits was discussed. The TJPDC may develop this alternative if COVID-19 continues to be a concern into the next year. The Rivanna Conservation Alliance (RCA) and the Rivanna Stormwater Education Partnership (RSEP) will assist in organizing a watershed cleanup.
6. Connect localities with hazard mitigation strategies and available funding sources that support BMP implementation and flood prevention. Continue to encourage the participation in the Thomas Jefferson Hazard Mitigation Plan by the localities involved in the WIP.

		CHESAPEAKE BAY WATERSHED IMPLEMENTATION PLAN (WIP) 2019 - 2020 DELIVERABLES Contract Due: December 31, 2020	
Activity #1	Facilitation of Chesapeake Bay Phase III WIP Implementation with Localities & Regional Partners	COMPLETION DETAILS	
	DELIVERABLES		
Task 1a	Develop regionally-specific tasks for inclusion in an annual Scope of Service for implementation during calendar year 2021, building from this scope of service.	Submitted (9/30/20/): WIP 2021 Scope and Schedule	
Task 1b	Host and facilitate meetings, quarterly at a minimum, on Bay WIP topics, or include Bay WIP issues on agendas for existing meetings, with participation from member local governments (encourage attendance from other stakeholders).	County TMDL/PDC Update 12.1.20 RRBC 9.25.20 Conference Agenda RRBC 8.20 Board Meeting Agenda Rivanna Stormwater Education Partnership (RSEP) 2.27.20 Meeting October Meeting 2019 Agenda – none, no attendance	
Task 1c	Update Commissioners and local boards (as appropriate) on progress of key contract deliverables and other key Bay related issues as needed.	12/3/20 Commission Meeting Update	
Task 1d	Develop, maintain and update, as needed, web page(s), newsletters, factsheets, guidebooks, social media or similar marketing materials that inform local stakeholders about WIP activities.	TJPDC Water Quality Guide #1 RSEP #LoveYourWatershed Program Summary LYW Utility Bill Inserts (Front/Back) Look for social media postings on: General: Social Media: https://www.facebook.com/RivannaRiverBasinCommission PDC WIP Page: http://tjpd.org/WIP Rivanna River Basin Commission (Steering Committee) Page: http://rivannariverbasin.org/ Love Your Watershed: Website: https://rivanna-stormwater.org/additional-resources/love-your-watershed/ Facebook Postings: http://rivannariverbasin.org/	
Task 1e	Collaborate with other Bay PDCs as part of the urban sector network group: i). develop a proposal(s) for new locally relevant urban stormwater BMPs for potential inclusion or to revise existing BMPs; ii). coordinate meetings and/or teleconferences to discuss the BMP implementation process and efforts to assist unregulated (non MS4) communities.	- Urban Stormwater Workgroup Meeting 6.16.20 - Urban Stormwater Workgroup Meeting 9.11.20 - Urban Sector Meeting December 2020 TBD - Urban Sector Meeting September - Urban Sector Meeting October - Urban Sector Meeting May - NFWF Grant with Berkley Group +10 PDCs (not selected)	
Task 1f	Attend meetings of Virginia’s Chesapeake Bay Stakeholders Advisory Group, local Watershed Roundtables, Chesapeake Bay Program and other related groups, as available/necessary. Relay key information to localities and regional stakeholders.	- Chesapeake Bay Preservation Act Workgroup - Survey SLAF Survey Emails - State Plan Stakeholder Emails - Rivanna River Corridor Meetings - Source Water Protection Advisory Committee meetings	
Task 1g	Educate local stakeholders about the direct local benefits of implementing BMPs in their communities (instead of focusing on the Bay area exclusively); and engage and encourage citizens to participate by promoting the benefits to their local communities	TJPDC Water Quality Guide #1 TJPDC Water Quality Guide #2 TJPDC Water Quality Guide #3 TJPDC Water Quality Guide #4 TJPDC Water Quality Guide #5 TJPDC Water Quality Guide #6 Look for social media postings on: Love Your Watershed: Website: https://rivanna-stormwater.org/additional-resources/love-your-watershed/ Facebook Postings: http://rivannariverbasin.org/ RSEP #LoveYourWatershed Program Summary LYW Utility Bill Inserts (Front/Back- regularly done)	
Task 1h	Share information with localities regional stakeholders on state, federal, and private BMP implementation funding opportunities. (as available)	- NFWF Grant for BMP Funding (not selected) - Locality Email- Water Resources Plan - Working with other PDCs to distribute BMP emails.	
Activity #2	BMP Implementation Reporting and Liaison with DEQ	COMPLETION DETAILS	
	DELIVERABLES		
Task 2a	Assist localities staff, and other agencies as needed (e.g., SWCD, local departments of health) on use of the BMP Warehouse for reporting implementation actions.	- Training: DEQ BMP Warehouse 2020 Updates Webinar 8.27.20 - PDC call with James Martin, DEQ about BMP Warehouse use	
Task 2b	Work with local governments and other partner organizations to fill identified BMP data reporting gaps. This may include the implementation of a regional BMP reporting process.	- Training: DEQ BMP Warehouse 2020 Updates Webinar 8.27.20 - Anne Coates, TJSWCD Monthly meetings planning septic pump-out plan; housing age research (rural septic); rural BMP training; PDC grants for TJSWCD technical implementation - Alb. BOS Anne Mallek Bea LaPisto-Kirtley assisting in future plans. (WIP 2020-2021)	
Activity #3	Development & Distribution of Implementation Tools & Resources	COMPLETION DETAILS	
	DELIVERABLES		
Task 3b	Work with localities to continue compiling GIS shapefiles to support the biennial Chesapeake Conservancy's Bay High-Resolution Land Cover Update project and other Bay model updates where such data exists.	- Greene County -help CCB obtain updated Shapefiles (no updates this year) - Albemarle County - Morton Thomas Assoc. obtain GIS Shapefiles - Sending GIS Map Shapefile requests from citizens/advisory groups as needed	
Task 3d	Work with localities to review local plans and ordinances and identify whether WIP III BMPs and prioritized programmatic actions are included in goals/objectives or opportunities for future inclusion.	- Coordinating with Local Water Source Protection Advisory Group for PWSID water plan (Cori Edwards, TETRA Tech.) - Thomas Jefferson Soil and Water Cons. District Meetings - Thomas Jefferson PDC and FEMA Meeting 10.21.20 - Hazard Mitigation, Green Infrastructure, Coastal Flooding discussions - Regional Hazard Mitigation Grant Meetings - PDC Hazard Mitigation Working Group	

Task 3g	Maintain and update, as needed, a matrix of potential grant project priorities for the region with total project costs, potential funding sources, partners, application deadlines and any other critical information.	Grant Matrix- Made by UVA intern
Task 3i	Work with DEQ and localities to fill any identified WIP III BMP training needs. (e.g. design, tracking, verification, maintenance)	Attend meetings with DEQ to discuss BMP needs Webinar: DEQ BMP Warehouse 2020 Updates 8.27.20
Activity #4	Regionally Specific Initiatives/Programmatic Actions	COMPLETION DETAILS
	DELIVERABLES	
Task 4c	Coordinate two (2) stream cleanup projects in collaboration with stakeholders.	Spring- Promoting cleanups/scavenger hunts through RSEP/RCA #LYW social media campaign - individual scavenger hunts (COVID safety measures) Fall - Summer Cleanup with TJPDC, RCA, RSEP, and Three Notch'd Brewing
Task 4g	Host two (2) BMP workshops for local residents/businesses.	INCOMPLETE- COVID Interruption
SUBMISSION		DUE DATE
Task 5a	Submit the interim PDC contract report and reimbursement request.	6/302020 - SUBMITTED
Task 5b	Submit 2021 Proposed Scope of Work as described in 1.a above.	9/30/2020- SUBMITTED
Task 5c	Submit the final PDC contract report and final reimbursement request.	12/31/2020



Regional Vision • Collaborative Leadership • Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Draft Minutes, November 5, 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 (7:23)
Donna Price – Albemarle County
Bob Babyok – Louisa County
Michael Payne – City of Charlottesville (7:10)
Willie Gentry – Louisa County
Rory Stolzenberg – City of Charlottesville

Commissioners Absent:

None

Staff Present:

Chip Boyles, Executive Director
Christine Jacobs, Chief Operating Officer
David Blount, Deputy Director
Sandy Shackelford, Director of Planning and Transportation

Guests Present:

Sean Tubbs, Independent Journalist, Citizen
Allison Wrabel, Daily Progress
David Foley, Robinson, Farmer, Cox

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 November 9, 2020 at

https://www.youtube.com/watch?v=sWH5w07oR0w&list=PLQzyd4Qz4ii9ahihBv84NzNinPct-EXTx&index=5&ab_channel=TJPDC-MPO

1. Call to Order: Dale Herring called the meeting to order at 7:01 pm. Christine Jacobs 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. She informed participants that TJPDC staff was monitoring the meeting for those requesting to join the meeting late or for unexpected interruptions to the meeting. Ms. Jacobs then read the names of all Commissioners for the roll call. Results of the roll call are noted above.

Mr. Herring then requested a change to the agenda, to include an additional resolution in section 4b of the agenda, to consider approval of revisions to the Rural Work Program. There was no objection.

2. Matters from the Public:

a. Comments by the Public: None

b. Comments provided via email, online, web site, etc.: None



City of Charlottesville

Albemarle County

Fluvanna County

Greene County

Louisa County

Nelson County

401 East Water Street • Post Office Box 1505 • Charlottesville, Virginia 22902-1505

Telephone (434) 979-7310 • Fax (434) 979 1597 • Virginia Relay Users: 711 (TDD) • email: info@tjpd.org • web: www.tjpd.org

c. FY20 Annual Financial Report, David Foley, Robinson, Farmer, Cox: Mr. Boyles introduced David Foley as a partner with Robinson, Farmer, Cox who serves as the audit manager for the TJPDC's annual audit. Mr. Foley presented an overview of the audit to include the following 3 items: 1. Commission's financial statements in accordance with Generally Accepted Accounting Principles (GAAP), 2. Internal Controls, and 3. Federal Compliance (single audit) required when organizations spend greater than \$750,000 in federal grant funds. Mr. Foley shared the financial report on screen (included in the commission meeting packet). The first report he shared (Pdf page 5) was the Independent Auditor's Report which delivered an 'Unmodified opinion', the cleanest opinion on financial statements. The second report he shared (Pdf page 63) was on the Commission's internal controls. This report noted that no deficiencies were noted and that the TJPDC had strong internal financial controls. The final report (Pdf page 65) shared by Mr. Foley on Federal Compliance noted that there were no deficiencies or material weaknesses. Overall, Mr. Foley shared that the annual audit had no items of noncompliance and that all three reports were 'clean'. Mr. Foley then highlighted the following financial statements:

1. Exhibit 1: Statement of Net Position
2. Exhibit 2: Statement of Activities
3. Exhibit 3: Balance Sheet of Governmental Funds
4. Exhibit 5: Statement of Revenues, Expenditures, and Changes in Fund Balances
5. Exhibit 6: Reconciliation of Statement of Revenues, Expenditures and Changes in Fund Balances of Governmental Funds to the Statement of Activities
6. Final Summary of Findings

Following Mr. Foley's presentation there were several comments and questions. Ms. Price noted that the list of Commissioners on page 2 of the audit report needed to be updated. Mr. Babyok asked if the findings showed any financial impacts due to COVID. The response was that there were no direct impacts. Mr. Boyles noted that he anticipates the FY21 audit to show a significant difference in federal revenues due to the receipt and administration of Federal Cares Act funding. He shared that since the TJPDC already undergoes a Single Audit that there would not be additional audit procedures next year. Mr. Boyles commended Don Reed, Finance Director, for several years of clean audits for the organization. Mr. Boyles then noted that invoicing changes from Christine Jacobs, Chief Operating Officer, created a system that made for a smoother accounts receivable process. Mr. Smith thanked Mr. Foley and his team for their work. Finally, Mr. Herring thanked Mr. Boyles, Mr. Foley, and Ms. Jacobs for their work in bringing a clean and thorough audit to the Commission for their review.

3. Consent Agenda: The consent agenda consisted of the draft minutes from the October 1, 2020 Commission Meeting and the FY20 Annual Financial Report & Audit. Both items on the consent agenda were considered in one vote.

Action Items:

- a. Minutes of the October 1, 2020 Commission Meeting:
- b. FY20 Annual Financial Report & Audit:
 - **On a motion by Jesse Rutherford, seconded by Keith Smith, the Commission unanimously approved the minutes of the October 1, 2020 meeting and accepted the FY20 Annual Financial Report and Audit, as presented.**

4. Resolutions:

- a. HOME CDBG Consolidated Annual Performance & Evaluation Report (CAPER): In a previous Commission meeting, TJPDC staff member, Shirese Franklin gave a presentation on the CAPER, the

annual report to HUD on program goals and performance. There was no public comment during the comment period. The final report was presented to the Commission. Mr. Boyles shared that the City of Charlottesville is an entitlement community for CDBG services and improvements. He noted that program improvements require that at least 51% of beneficiaries are low to moderate income individuals (making less than or equal to 80% of the Area's Median Income). The TJPDC manages the HOME funds with subrecipients to complete home repairs, new home construction and down payment assistance.

- **On a motion by Donna Price, seconded by Andrea Wilkinson, the Commission unanimously accepted and approved the resolution authorizing submittal of the 2019-2020 CAPER.**

b. Rural Work Program Revisions: Mr. Boyles introduced Sandy Shackelford as the Director of Transportation and Planning and shared that questions could be directed to her. Mr. Boyles shared that VDOT changed the system for reporting after the start of the fiscal year, prompting changes to the Rural Work Program. Mr. Boyles noted that the revised plan did not change the funding or the projects and that the following would still occur: Zion Crossroads, North 29 corridor project, and a joint urban rural electric vehicle charging station and infrastructure study. Ms. Shackelford shared that the revised Rural Work Program simplified and condensed the programs to support the additional reporting requirements.

- **On a motion by Bob Babyok, seconded by Rory Stolzenberg, the Commission unanimously accepted and approved the resolution approving revisions to the Rural Work Program.**

5. New Business:

a. Quarterly Financial Reports: The Quarterly Financials reports include the following: 1. September Dashboard Report, 2. September Profit & Loss Statement, 3. September Balance Sheet, and 4. September Accrued Revenues Report. Mr. Boyles noted that the reports were more detailed as they encompassed the full 1st quarter. He shared that the TJPDC closed September with \$746,000 in Net quick Assets, which is over 7 months of available operating expenses. He shared that unrestricted cash on hand was at \$299,705, with \$426,430 (4 months) as the target. Mr. Boyles noted that there were two consecutive months with losses (revenues minus expenses), including September due to one-time operating expenses such as the audit and IT expenses for remote work, laptop purchases, upgrades to the TJPDC website and repairs and maintenance. To date, there is a positive net gain for the year, which puts the TJPDC ahead of where it was at the same time in FY19. The goal in FY20 and FY21 is to put resources into local projects now that the reserve accounts have been rebuilt. With 25% of the fiscal year expended, Mr. Boyles shared that the TJPDC is at 54% with expenses. He noted that this is due to the fact that the Emergency Rent and Mortgage Program was not budgeted in but it will be in the amended budget. Mr. Boyles shared the Accrued Revenue Report, which compares the average monthly spending with the remaining monthly average of grant/contract funds. This report shows that the TJPDC has enough grant/contract money remaining to get us through the fiscal year without other sources of funds. However, there is potential for 3 more grants to be awarded in December.

Mr. Babyok asked if Mr. Boyles expected any other financial requests on the localities that were not budgeted. Mr. Boyles shared that in the next fiscal year, the TJPDC may come to the local governments for financial assistance for the housing program. The Regional Housing Partnership has taken a leadership role in the region for housing programs, and, to date, that has been funded out of per capita funds. Per capita may need to look at other priorities, and therefore, to continue the housing program the TJPDC would need to come to the local government, for-profit business and

UVA to participate. Mr. Boyles also shared that in the TJPDC's FY22 funding requests to the local governments, there would be no increase in per capita for FY22.

b. TJPDC Website Update: Mr. Boyles shared the new website on the screen. He shared that the goal was to make a more efficient, more user-friendly page with upgraded images and minimal number of clicks to get to content. Mr. Boyles shared that we welcomed feedback and that the PDC would continue to update and improve the site as we received feedback. One advantage of the site is that it will be easier to access past commission packets and the TJPDC staff can make changes to content and linked files on demand without the need for support from our web developer. Mr. Herring asked if the site was ADA compliant/accessible and Mr. Boyles said that it was. Mr. Smith shared that the new site had a great mobile-friendly display. Mr. Stolzenberg asked what will happen with existing reports and documents and if redirects were in place so that searches and websites with links to TJPDC content would work. Mr. Boyles shared that he was certain that there were redirects and that he would follow up with the web developer to ensure that they were tracking that.

c. Regional Housing Partnership Affordable Housing Search Tool: Christine Jacobs gave an overview of the Regional Housing Affordable Search Tool. She shared both the locator and the collated regional housing resources in each locality. Ms. Jacobs shared that the website came out of the Regional Housing Partnership's strategic priorities. They wanted to develop a regional 'hub' that would serve as a one-stop resources for all of the localities. It is designed to be a place to connect property owners/managers and developers with folks looking for affordable units. The pandemic increased the urgency of developing this tool and having a mechanism for community members experiencing acute housing needs to connect with support. The soft roll-out of the website will be on November 12th during the Regional Housing Partnership's fall speaker series. Ms. Jacobs shared that she will send out a follow-up email with details of the series. The housing locator comes with a multilingual call center to support both end users (those listing properties and those searching for properties). Ms. Jacobs shared a thank you to the localities for their contribution of federal CARES Act funding to get this urgent need met to keep the community safely housed during the pandemic. She also thanked the Community Foundation for their matching grant.

Mr. Boyles shared that the site is up and functioning, but that we would continue to update and refine the user experience. He shared that the regional housing resources shared existing assistance, whether that is for help with rent, utility costs, roof repairs, etc. and was sorted in an easy-to-use fashion by jurisdiction. We intend to highlight housing partners and the work that they are doing. The TJPDC will be doing a robust marketing campaign to get the resource out to the public. The TJPDC is currently waiting on the for-sale component because getting the rental functioning and live was a priority. Mr. Gallaway suggested that the TJPDC consider presenting the website to the Boards of Supervisors and Council. Mr. Stolzenberg asked about the back-end access for property owners/landlords. Mr. Boyles shared that our efforts would center on building those relationships and that it was available at no cost to either end users.

Christine Jacobs then shared an overview of the progress of the Emergency Rent and Mortgage Assistance Program. Ms. Jacobs shared that in her follow-up email, she would include a summary data report on the program.

Mr. Blount shared that a motion was not made previously in the meeting to accept the quarterly financials.

- **On a motion by Andrea Wilkinson, seconded by Keith Smith, the Commission unanimously approved the FY20 1st Quarter Financial Report.**

6. Executive Director's Report:

a. General Report: Mr. Boyles shared that the annual DHCD report was an opportunity to see a comparison of what other PDCs were doing across the Commonwealth. Broadband and Transportation are common programs, but the TJPDC was unique with its housing program. The Commonwealth Transportation board, at its last meeting, received recommendations for 2 planning grants to the TJPDC, 1. Transit expansion in Albemarle County, and, 2. A Regional Transit Visioning Plan. The latter would be a plan for all transit providers in the region to improve services and consider longer-term plans. Both of these would secure additional funding sources for the TJPDC. Mr. Blount and staff member, Dominique Lavorata, held a successful first Regional Broadband Meeting. Mr. Boyles noted that there was an item of attention that he was requesting direction from the Commission on. Several agencies in the region with the namesake Thomas Jefferson have considered name changes. Mr. Boyles shared that the TJPDC looked into the topic several years ago. Mr. Boyles asked the Commission if they wanted staff to consider suggestions or recommendation or if the Commission would like a committee formed to address the topic. There was no discussion on the topic. Finally, Mr. Boyles shared that the Executive Session on the agenda was not necessary at this time. It related to a personnel matter and was put on the agenda tentatively, should it be needed.

b. Quarterly Activity Report: Mr. Boyles shared that an updated Quarterly Activity report was included in the meeting materials. There was no discussion nor were there questions from the Commissioners.

7. Other Business:

a. Roundtable Discussion by Jurisdiction:

- Albemarle County: Ms. Price shared that their next Board meeting was on November 18th and that they would consider renewing the emergency ordinance considering the pandemic situation. The board would also look at their homestay applications, which are different than Air-bnbs due to accessory vs. primary use in a residential area. The Board is looking for ways to spend their CARES funds. Mr. Gallaway said that the Board had a joint meeting with the School Board looking at the budget. They had to take a 'hard look' at the end of last fiscal year and look at the HR/Compensation/CIP budget. He shared that budget season had started. He also shared that the Form-Based Code proposed for the Rio 29 intersection would commit to public spaces and amenities. One question from the Board is the county's responsibility for the long-term maintenance of such spaces. The Board is supportive of having public investment in the area.
- Nelson County: Ms. Bishop shared that the Planning Commission was working on both their solar ordinance and their nonconforming ordinance. The Planning Commission will put in a budget request for funding to update the comprehensive plan and ordinances. Ms. Bishop thanked staff members, Sandy Shackelford and Nick Morrison, for their work on the Smart Scale Application process. Mr. Rutherford said the Board continued to discuss how best to spend CARES funding. They are committed to both small business grants and broadband expansion. Mr. Rutherford missed the normalcy pre-pandemic and looks forward to meeting in person with constituents.
- Louisa County: Mr. Gentry shared that the Board continued to commit to broadband expansion. He noted that their budget was underway with department head's sending budgets next week. He noted that activity on Lake Anna continued to increase. Mr. Babyok noted that they are in their 3rd round of funding for their CARES small business grant program and that they were adjusting criteria to accommodate more businesses. He shared that Louisa had success with early voting. Mr. Babyok asked David Blount about the VaCo Cigarette tax study and that some areas in the state were looking at it as a local government and others regionally. Mr. Blount shared that there was still time

for consideration (with law not taking effect until next July) and that there may be additional action in the next session on the matter.

- Fluvanna: Mr. O'Brien was excited to share that Silk City printing was locating in Fork Union of Fluvanna (with 100 employees). He also shared that real estate was going well in the county. He said that the county's budget was not terribly affected by the Pandemic and that they may not be able to spend all of their CARES funding. Mr. Smith said that the roundabout in Fluvanna was wrapping up and that the Regional Housing Partnership was moving at light speed on their strategic initiatives. He thanked the Commissioners for their support of the Regional Housing Locator and Resource site.
- Greene County: Mr. Herring shared that Greene County's EMS went live and they were very busy. He continues to have concerns about broadband in the county. He noted that Greene's revenues were not as bad as they thought due to the pandemic. The National Park has seen a boom and the county is in an on-going lawsuit with the water authority. Mr. Herring shared that he, too, missed seeing everyone in person. Ms. Wilkinson concurred with Mr. Herring's summary.
- City of Charlottesville: Mr. Stolzenberg shared that the City hired a new Director of Neighborhood Development Services. He noted that the Comprehensive Plan, Affordable Housing Strategy, and Zoning rewrite were continuing on pace. Mr. Payne shared with the Commission a link to the draft affordable housing plan and encouraged other localities to look at it as there was a lot that was transferable to other counties in the region. He shared that the City continued to take steps forward on redeveloping their public housing. He also noted that the City was starting their climate action planning process with an emission reduction target goal of carbon neutrality by 2050. The City is \$4.5 million below their revenue projects (due mostly to restaurant/hotel/lodging effects of the pandemic). They will continue monitoring the local situation of COVID with students returning from the holidays.

b. Next Meeting – December 3, 2020

8. *Closed Session - *per Code of Virginia 2.2-3711 A.1: As noted previously, the closed session was deemed unnecessary.

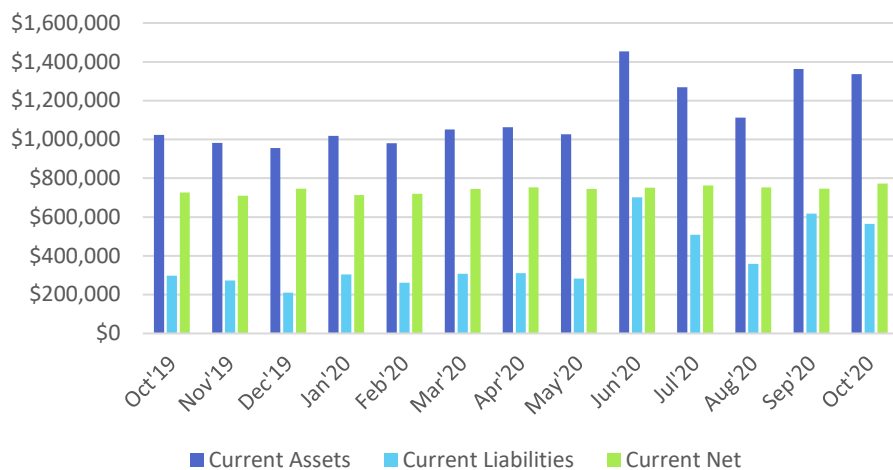
Adjournment:

- **On a motion by Jesse Rutherford, seconded by Andrea Wilkinson, the Commission unanimously voted to adjourn the meeting at 9:01 pm.**

FINANCIAL DASHBOARD Through October 31, 2020

NET QUICK ASSETS

Target = \$533,901 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$106,780

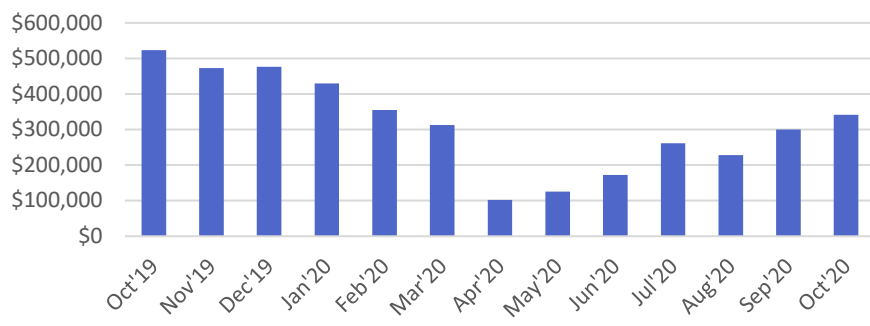


Oct'19= \$735,829
Nov'19=\$710,578
Dec'19=\$745,566
Jan'20= \$713,207
Feb'20=\$719,287
Mar'20=\$744,936
Apr'20= \$752,299
May'20=\$744,520
Jun'20 = \$751,339
Jul'20= \$761,878
Aug'20=\$753,340
Sep'20=\$746,274
Oct'20=\$773,192

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. TJPDC had 7.24 months of operating expenses at the end of the month. The rolling twelve-month average operating expenses decreased to \$106,780. The 3-month average of expenses is \$108,721. Actual operating expenses for October were \$102,406 compared to \$114,080 in September. Capital reserves = \$773,192-\$533,901 = \$239,291.

Unrestricted Cash on Hand

Target = \$427,121 (4 months operating expenses)
Alarm = <\$213,561 (average oper exp 2 mos)

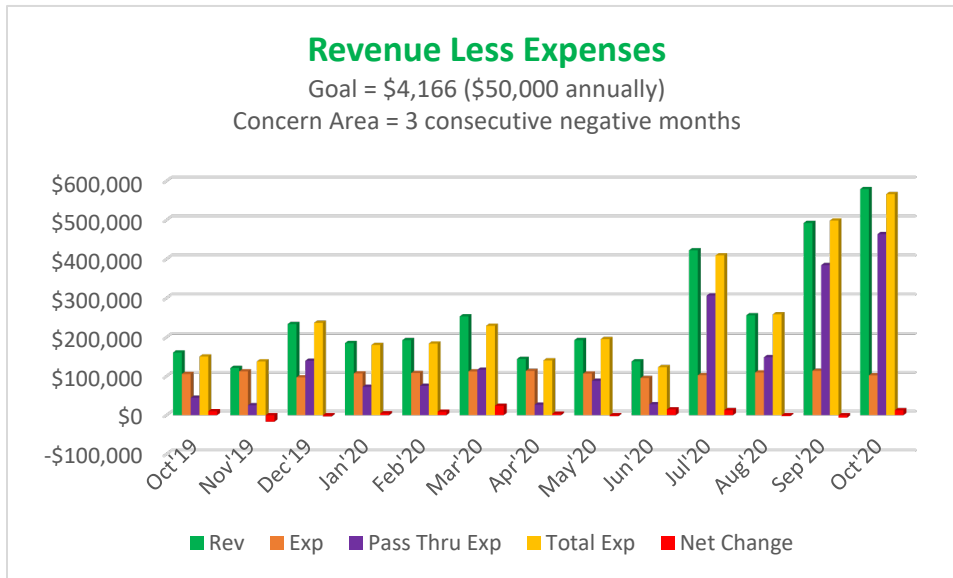


UNRESTRICTED CASH ON HAND consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH divides unrestricted cash

on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. The end of month level of Unrestricted Cash on Hand of \$341,493 represents 3.2 months of operating expenses. Unrestricted cash has increased from an April level of \$102,049 to \$341,493 at the end of October.

FINANCIAL DASHBOARD Through October 31, 2020



Monthly Net Revenue

Oct'19=	\$10,130
Nov'19=	(\$16,753)
Dec'19=	(\$3,154)
Jan'20=	\$4,862
Feb'20=	\$8,863
Mar'20=	\$24,130
Apr'20=	\$3,722
May'20=	(\$2,591)
Jun'20=	\$14,870
Jul'20=	\$12,974
Aug'20=	(\$2,388)
Sep'20=	(\$6,222)
Oct'20=	\$12,874

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. The FY21 Budget adopted is estimating a \$ 0 net gain. There was a net gain in October of \$12,874 resulting in a net gain of \$ 30,401 for the year to date. (Expenses are revised over time as they may be reclassified from operating expenses to assets) Much higher than normal revenues and expenses are due to the RMRP Cares Act grant that began in July but ends December 30th. The Accrued Revenue Report shows available funds of \$112,549 per month for FY21. Actual operating expenses for October were \$102,406.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
October 2020

9:44 AM
11/19/20
Accrual Basis

	Oct 20	Budget	Jul - Oct 20	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	497,252	97,131	1,497,771	388,523	1,165,569
4120 · State Funding Source	20,955	29,552	81,022	118,207	354,622
4130 · Local Source	47,694	41,204	140,558	164,818	495,278
42000 · Local Match Per Capita	13,152	9,207	51,054	54,386	158,365
4280 · Interest Income	182	833	689	3,333	10,000
Total Income	579,234	177,927	1,771,094	729,267	2,183,834
Gross Profit	579,234	177,927	1,771,094	729,267	2,183,834
Expense					
61000 · Personnel	85,564	85,091	340,570	342,172	1,032,784
62391 · Postage Expense	0	159	471	635	1,904
62392 · Subscriptions, Publications	0	46	184	183	550
62393 · Supplies	0	929	1,303	3,722	11,200
62394 · Audit -Legal Expenses	0	0	7,801	8,250	16,500
6240 · Advertising	191	1,936	1,691	7,745	24,061
62404 · Meeting Expenses	0	857	142	3,429	10,286
62410 · TJPDC Contractual	3,421	3,448	19,301	14,445	46,100
6281 · Dues	585	818	2,218	3,273	9,820
62850 · Insurance	481	282	1,925	1,082	3,336
62890 · Printing/Copier	231	387	910	1,547	4,642
63200 · Rent Expense	8,090	7,860	33,902	31,440	94,319
63210 · Equipment/Data Use	1,508	1,483	10,042	5,933	17,800
63220 · Telephone Expense	698	489	2,789	1,954	5,862
63300 · Travel-Vehicle	1,288	1,880	2,617	7,363	22,080
6345 · Janitorial Service	348	827	1,330	3,307	9,920
6390 · Professional Development	0	1,495	1,264	5,981	17,944
Total Expense	102,406	107,987	428,459	442,461	1,329,108
Net Ordinary Income	476,828	69,941	1,342,635	286,806	854,726
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	51,807	48,356	248,510	193,426	580,277
8399 · Grants Contractual Services	412,147	22,871	1,063,723	91,483	274,449
Total Other Expense	463,954	71,227	1,312,233	284,909	854,726
Net Other Income	(463,954)	(71,227)	(1,312,233)	(284,909)	(854,726)
Net Income	12,874	(1,286)	30,401	1,897	0

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of October 31, 2020

	Oct 31, 20	Oct 31, 19	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	866,329.42	521,379.28	344,950.14
1189 · Capital Reserve	210,924.00	236,189.00	-25,265.00
Total Checking/Savings	<u>1,077,253.42</u>	<u>757,568.28</u>	<u>319,685.14</u>
Accounts Receivable			
1190 · Receivable Grants	219,743.48	223,426.29	-3,682.81
Total Accounts Receivable	<u>219,743.48</u>	<u>223,426.29</u>	<u>-3,682.81</u>
Other Current Assets			
1310 · Prepaid Rent	2,291.67	2,864.58	-572.91
1330 · Prepaid Insurance	16,141.48	3,870.22	12,271.26
1360 · Prepaid Other	21,664.30	25,859.77	-4,195.47
Total Other Current Assets	<u>40,097.45</u>	<u>32,594.57</u>	<u>7,502.88</u>
Total Current Assets	<u>1,337,094.35</u>	<u>1,013,589.14</u>	<u>323,505.21</u>
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	0.00	9,175.61
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	123,060.29	111,737.79	11,322.50
1410 · Server	0.00	11,384.00	-11,384.00
1499 · Accumulated Depreciation	-115,954.47	-122,414.53	6,460.06
Total Fixed Assets	<u>21,478.93</u>	<u>5,904.76</u>	<u>15,574.17</u>
TOTAL ASSETS	<u><u>1,358,573.28</u></u>	<u><u>1,019,493.90</u></u>	<u><u>339,079.38</u></u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	39,061.72	50,040.08	-10,978.36
Total Accounts Payable	<u>39,061.72</u>	<u>50,040.08</u>	<u>-10,978.36</u>
Credit Cards			
2155 · Accounts Payable Credit Card	0.90	2,919.88	-2,918.98
Total Credit Cards	<u>0.90</u>	<u>2,919.88</u>	<u>-2,918.98</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2800 · Deferred Revenue	524,838.96	226,299.07	298,539.89
Total Other Current Liabilities	<u>524,838.96</u>	<u>226,299.07</u>	<u>298,539.89</u>
Total Current Liabilities	<u>563,901.58</u>	<u>279,259.03</u>	<u>284,642.55</u>
Long Term Liabilities			
2200 · Leave Payable	46,116.00	43,055.12	3,060.88
Total Long Term Liabilities	<u>46,116.00</u>	<u>43,055.12</u>	<u>3,060.88</u>
Total Liabilities	<u>610,017.58</u>	<u>322,314.15</u>	<u>287,703.43</u>
Equity			
3000 · General Operating Fund	507,230.42	455,975.61	51,254.81
3100 · Restricted Capital Reserve	210,924.00	236,189.00	-25,265.00
3600 · Net Investment in Fixed Assets	0.00	1,284.78	-1,284.78
Net Income	30,401.28	3,730.36	26,670.92
Total Equity	<u>748,555.70</u>	<u>697,179.75</u>	<u>51,375.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,358,573.28</u></u>	<u><u>1,019,493.90</u></u>	<u><u>339,079.38</u></u>

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2021

Grant or Contract	GRANT- CONTRACT START DATE	GRANT- CONTRACT END DATE	GRANT- CONTRACT TOTAL	JULY FY21	AUG FY21	SEPT FY21	OCT FY21	NOV FY21	DEC FY21	JAN FY21	FEB FY21	MARCH FY21	APRIL FY21	MAY FY21	JUNE FY21	YEAR TO DATE FY21	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY22	GRANT TO DATE	GRANT- CONTRACT REMAINING FY21	NOTES
MPO-FTA	07/01/20	06/30/21	102,624	11,439	10,816	6,802	9,138									38,195			38,195	64,429	MPO FTA Transit Planning
MPO-PL	07/01/20	06/30/21	187,626	21,600	17,488	14,137	15,077									68,302			68,302	119,324	MPO PL Transp Planning
HOME TJPDC	07/01/20	06/30/21	64,475	3,806	4,986	6,101	4,195									19,088		9,047	19,088	36,340	HUD HOME Housing Grants Admin
HOME PASS-THRU	07/01/20	06/30/21	580,277	83,050	25,329	80,531	51,807									240,717			240,717	339,560	HUD HOME Housing Grants Construction
HOUSING HPG	07/01/20	06/30/21	28,656	2,002	2,391	356	1,256									6,005			6,005	22,651	USDA Housing Repair Admin
HPG PASS-THRU	07/01/20	06/30/21	191,043	10,139	2,550		14,713									27,402			27,402	163,641	USDA Housing Repair Construction
STATE SUPPORT TO PDC	07/01/20	06/30/21	75,971	6,330	6,331	6,331	6,331									25,323			25,323	50,648	State funding to TJPDC General
RIDESHARE	07/01/20	06/30/21	135,411	10,121	10,263	8,865	9,904									39,153			39,153	96,258	Rideshare TDM Program Marketing & Management
RURAL TRANSPORTATION	07/01/20	06/30/21	58,000	3,969	2,997	6,054	3,113									16,133			16,133	41,867	VDOT Rural Transp Planning
RTP-TDM	07/01/20	06/30/21	33,068	726	2,850	2,644	6,642									12,862		0	12,862	20,206	Regional Transit Partnership
RTP Pass Through	07/01/20	06/30/21	16,932													0			0	16,932	Grant Match if needed
LOVINGSTON	11/01/18	06/30/21	23,192	2,234	470	1,355	424									4,483	15,753	0	20,236	2,956	CDBG Downtown Plan Grant
LOVINGSTON PASS THRU	11/01/18	06/30/21	13,735			13,385										13,385	350	0	13,735	0	Consultant Design Costs
NELSON CARES 2020	08/12/20	12/31/20	15,000		2,709	4,910	5,143									12,762			12,762	2,238	CARES Business Grants Admin
Pass Thorughs	08/12/20	12/31/20	335,000				123,113									123,113			123,113	211,887	CARES Business Grants Pass Through
TJPDC CORPORATION	07/01/20	06/30/21	0													0			0	0	Non-profit Arm
LEGISLATIVE LIAISON	07/01/20	06/30/21	102,171	6,581	7,134	9,940	6,967									30,622			30,622	71,549	
VAPDC-ED	07/01/20	06/30/21	50,000	4,167	4,324	4,262	4,167									16,920			16,920	33,080	Contract for Admin Services
SOLID WASTE	07/01/20	06/30/21	10,500	384	279	329	161									1,153		0	1,153	9,347	Contract for annual reporting
RIVANNA RIVER CORRIDOR Ph 2	07/01/20	06/30/21	87,464	1,676	3,097	4,449	8,155									17,377	33,165	0	50,542	36,922	Regional River Plan
RRBC	07/01/20	06/30/21	10,500	933	967	969	444									3,313			3,313	7,187	Rivanna Commission
WIP PHASE III	06/01/18	12/30/20	50,997	2,801	3,144	2,761	2,786									11,492	0	0	11,492	39,505	Chesapeake Watershed Assistance to DEQ
Hazard Mitigation		06/30/21	31,040													0			0	31,040	24 month planning project resiliency
Haz Mit Pass Through		06/30/21	0													0	0		0	0	
TJCLT	10/19/17	01/31/21	38,244	7,508	7,911	3,996	3,914									23,329			23,329	14,915	Contract for Admin Land Trust
AFFORDABLE HSG	07/01/20	06/30/21														0			0	0	Regional Housing Partnership
REGL HSG PLAN	10/31/18	06/30/21	95,875	3,275	3,444	2,302	4,009									13,030	55,823	0	68,853	27,022	Regional Housing Plan Grant
RHP PASS-THROUGH	10/31/18	06/30/21	54,125													0	54,125		54,125	0	Housing Plan Contract with others
MEMBER PER CAPITA	07/01/20	06/30/21	158,365	9,946	9,946	18,010	13,152									51,054			51,054	107,311	Local Govt Annual Contributions
WATER STREET CENTER	07/01/20	06/30/21	0													0			0	0	Rental Fees
OFFICE LEASES - RENT	07/01/20	06/30/21	13,230	950	600	1,300										2,850			2,850	10,380	Rental Fees
STANARDSVILLE TAP	04/06/15	10/01/20	25,500	462	293	682	258									1,695	17,856	0	19,551	5,949	VDOT Streetscape Contract
RMRP	04/01/20	12/31/20	67,500	14,541	4,847	8,046	9,862									37,296	6,562		43,858	23,642	Regional Rent Relief Grants COVID Admin
RMRP Pass Through			1,282,500	213,730	121,046	283,527	274,321									892,624			892,624	389,876	RMRP Pass Through Grants
STH STREET TAP	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Grant
5th STREET TAP Pass Through	11/16/16	10/01/20	0													0	0	0	0	0	VDOT Bike Path Design & Constr
BANK INTEREST	07/01/20	06/30/21	2,100	177	159	171	182									689			689	1,411	Investment Pool Savings Income
TOTAL			3,941,121	422,547	256,371	492,215	579,234	0	0	0	0	0	0	0	0	1,750,367	183,634	9,047	1,934,001	1,998,073	
Op Expenses																		Pass-through funds		\$1,121,896	
12 month average																		Contract funds			
3 month average																		TJPDC Available Funds		\$876,177	
last month																		Available funds per month		\$109,522.13	

Possible new funding grants non shown: CEDS \$125,000; Alb Transit \$107,000; Regional Transit \$400,000
Does not include \$37,500 in FY21 Revenues for Housing Locator Project.

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: December 3, 2020
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since November 5, 2020

Administration

- December 3, 2020 Meeting Agenda

- 1. Call To Order**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public
- b. Comments received via written and electronic communication

- 3. Presentations**

- a. Congratulations to TJPDC's Rideshare Program Manager, Sara Pennington for being selected to the National Association of Commuter Transportation (ACT) 40 Under 40 Awards for her work at the local and national level with the Rideshare program.
- b. David Blount will provide a review of the upcoming Virginia General Assembly scheduled to start January 13, 2021 and proposed regional legislative initiatives.
- c. Dominique Lavorata will provide a short update on the Chesapeake Bay Watershed Improvement Program (WIP) progress and goals.

- 4. Consent Agenda**

- a. Minutes of the November 5, 2020 Commission meeting.
- b. October Financial Report

Dashboard Report

Net quick assets have increased to \$773,192. Based upon the twelve-month average for operating expenses, we have over 7 months of available operating expenses. Our current goal is 5 months of available operating expenses. Funds available in our Capital Reserve Account are \$239,291. (Net Quick Assets minus 5 months operating expenses: \$773,192 – \$533,901 = \$239,291)

Unrestricted Cash on Hand as of October 31, 2020 was \$341,493 or 3.2 months of average monthly operating expenses. 4 months is our current target level and concern level is less than 2. Our accounts receivables are at \$219,743 vs \$223,426 for the same time last year.

Revenue less Expenses - We had a net Gain of \$12,874 for the month of October. This gives us a fiscal year net Gain of \$30,401. Budgeted fiscal year gain/loss is \$0. We should experience similar but smaller gains through the end of December when the RMRP ends. We are hurt by the number of holidays and leave days in November and December where we cannot bill programs for those days. We will have decreased revenues at the end of that program but hope to gain three new programs, CEDS, Albemarle Transit Plan and Regional Transit Plan that will initiate in later FY21. We do expect to have additional IT expenses as we finish up our web development and as we continue work from home which brings about increased IT needs and service.

Profit & Loss. Total income through October is \$1,771,094. With 4 months or 33% of the fiscal year complete, we have received 81% of our total budgeted income. Total expenses are \$ 1,740,692 or 80% of the budgeted total expenses of \$2,183,834. The RMRP grant and its large pass-through expenses contributes to the substantial differences of income/expenses to expected %'s.

Operating expenses for the same period are \$428,459 or 32% of our total budgeted operating expenses of \$1,329,108. Operating revenue through October is \$ 458,861 or 35% of the budgeted operating revenue of \$1,329,108.

Balance Sheet. As of October 31, 2020, we have total current assets of \$1,337,094 and total fixed assets of \$21,478 giving total assets of \$1,358,573. Total assets are up by \$339,079 from the same time last year. The large difference since last year is due to the purchase of an IT server and IT equipment (laptops) replacing fully depreciated equipment and web site development.

Total liabilities have increased from a year ago by \$287,703 due to the balance of RMRP grant payments with total liabilities as of October 31, 2020 of \$610,018. Total Equity has increased by \$51,376 to \$748,556 since the same time last year.

Accrued revenues of existing grant and contract balances for FY21 are shown. We currently have \$876,177 operating funds available in contracts and grants for the fiscal year. For the remaining 8 months, we have \$109,522 available per month for operating expenses. October operating expenses were \$102,406. The 12-month average is \$106,780. The accrued revenue is updated monthly adjusted for new grants & contracts and fiscal year roll over funding. Recent changes include a decreased estimate for Bank Interest Revenue, a decreased Rideshare revenue due to state budget reductions, RMRP adjustment and Nelson CARES program adjustment.

Revenues do not reflect the Affordable Housing Locator revenues because expenses are mixed with per capita expenses shown in other line items of this report. This gives us an extra \$37,500 of FY21 operating revenue not shown in this report. We anticipate the CEDS, Albemarle Transit and Regional Transit contracts to be awarded and shown in future reports.

- c. As a reminder, it is our goal to build our reserves back to and above FY12 levels (year-end FY12 = \$579,293) where we will have 1) at least 6 months operating expenses in reserves 2) utilize reserves for unanticipated grant match for local/regional grant opportunities and 3) to save for the possible purchase of a building (space) at some time in the future.

Staff recommends approval of the consent agenda in one vote.

5. Resolutions

- a. None at this time.

6. New Business

- a. The TJPDC continues to administer the Regional Rental & Mortgage Relief Program through sub-grantees in the region. We have received grant approvals of \$1,800,000 for the region. We are estimating being able to expend \$1,500,000 of that amount in rent and mortgage relief assistance by December 30, 2020. Allotments have been made to each jurisdiction based upon a per capita formula. TJPDC admin revenue is 5% of the final total award. It is possible that a second local marketing grant will be offered for the TJPDC to assist the state with marketing a state-run program at the local level. Christine Jacobs will provide an overview of the report and how both the CARES Act RMRP and the State funded RMRP 2.0 will continue.

7. Executive Director's Monthly Report

- a. The TJPDC staff continues to work intermittently from the office and remotely. Staff expects to begin a formal schedule of ½ the staff present two to three days per week at the office beginning January 19th.
- b. The TJPDC will be ending its staffing agreement with the Thomas Jefferson Community Land Trust effective January 31, 2021 as the TJCLT transitions to the Piedmont Housing Alliance. TJPDC will transfer current staff to the Regional Housing Partnership to replace the combined staff between the RHP and TJCLT.
- c. We continue to develop and expand the new TJPDC web site. The MPO site will be the last to be incorporated and will occur in FY22. The Regional Affordable Housing Locator is in place and was introduced to 80 people during an online seminar on November 12th. The locator was fully funded with local government CARES Act funds and a grant from Charlottesville Area Community Foundation.
- d. The draft FY21 Amended Budget will be delivered to the Commission in February for a March approval. The draft FY22 Operating Budget will be delivered to the Commission in April for a May approval. Also, in February will be a Regional Hazard Mitigation Plan update report. This plan is required for local governments to be eligible for FEMA Emergency funding.
- e. Staff is working with VDOT on a combined TJPDC and MPO project of a US 29 North Corridor Plan. TJPDC may be able to apply to VDOT for a Technical

Assistance grant for additional consulting assistance to meet V-Trans needs in this corridor. This is a combined Albemarle and Greene County project.

- f. A meeting is scheduled with area managers and leaders on December 1st to discuss possible regional cigarette tax programs.
- g. Commonwealth Transportation Board meets December 8/9 to consider the Six Year Improvement Plan that includes project budgets directly related to us; Rideshare budget (\$50k decrease), Staunton to Charlottesville Transit Service, Albemarle Transit Plan and Regional Transit Plan. Indirect to us is funding for CAT, Jaunt and Greene Area Transit. I spoke at the November 24th CTB meeting in support of the SYIP funding.
- h. Local government FY22 requests have been submitted to all member jurisdictions except Nelson and Greene which will occur in December.
- i. TJPDC staff participated on November 6th in a Chesapeake Bay clean up project with Rivanna Conservation Alliance in a cleanup of Moore's Creek.
- j. TJPDC hosted a virtual City/County/Town Managers' Breakfast for TJPDC and RRRC regional executives on November 20th.
- k. Over 80 people attended the rollout of the RHP Housing Locator Portal on November 12th.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. There will be **NO MEETING IN JANUARY**. The next Commission meeting is February 4, 2021. Unless the Governor's Emergency Order is extended beyond December 31, 2020, we will meet in person at Water Street Center. If an extension is issued, we will continue on-line virtual meetings.

9. Adjourn
