

MEMO

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: March 3, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 10, 2022.

Administration

- March 3, 2022 Meeting Agenda

- 1. Call to Order and Roll Call**

- a. Reading of the Electronic Meeting Notice

- 2. Matters from the Public**

- a. Comments from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication (Read by Sandy Shackelford)
- c. **PUBLIC HEARING** – Solid Waste Plan Amendment

- 3. Presentations**

- a. Introduction of Chief Operating Officer/Program Director, Ruth Emerick
- b. Hazard Mitigation Plan Update – Ian Baxter (10 minutes)
- c. HOME-ARP Presentation – Shirese Franklin (10 minutes)

- 4. Consent Agenda**

- a. Minutes of the January 10, 2022 Commission Meeting
- b. January 2022 Financial Report – Total income for January was \$171,981. With 7 months (or 58%) of our fiscal year complete, we have received 53% of our total budgeted income. Total expenses for January were \$88,366. We have expended 51% of our total budgeted operating expenses of \$1,316,143. Net Quick Assets are \$883,614, which is 9.35 months of operating expenses. Capital Reserves are \$411,094. Unrestricted Cash on Hand of \$297,100 represents 3.14 months of operating expenses. Net gain from January was \$9,246. Due to an unanticipated change of one grant program not covering indirect costs, the revised overall net gain for the year to date is \$11,756.

Staff recommends approval of the consent agenda.

5. New Business

- a. FY23 Rural Transportation Work Program and Draft Budget – Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in April meeting for consideration for approval.
- b. 2022 Community Development Block Grant (CDBG) Regional Priorities – The Department of Housing and Community Development, which administers the Federal Community Development Block Grant (CDBG) program, asks for regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC asked local governments and area housing agencies for notice of anticipated CHBG applications for 2022. Albemarle County and Scottsville sent staff anticipated projects for 2022 which are included on the Regional Priority Worksheet included in your packet.

Staff recommends a motion to approve the 2021 CDBG Regional Priorities.

- c. FY22 Amended Annual Operating Budget – Staff is recommending an amended budget for FY22 that reflects more accurate revenues and expenses based upon the previous seven months of experience for FY22. Upon adoption, this amended budget will become the FY22 Operating Budget utilized for audit and reporting purposes. There are several changes between the approved budget and the amended budget that were detailed in a memo in the February 10, 2022 commission packet to account for new or ended projects and their associated revenues and expenses. Further, there are several additional changes based on the newest projections for additional revenues and/or expenses for several programs since the presentation of the draft amended budget in February, to include:
 - Increase in Federal Revenues and Pass-Through Contractual Expenses – Early projections indicate that the Virginia Telecommunications Initiative (VATI) grant make-ready work to be completed in FY22 will total approximately \$1,750,000. This revenue and associated expenses from DHCD are now included in the amended budget.
 - Decrease in State Revenues – In the previously presented amended budget, the VATI administrative fees were mistakenly included as state revenue. They are now correctly included as a Federal Revenue source.
 - Increase in Local Revenue and Pass-Through Contractual Expenses – Based upon the January collected Cigarette Tax remittances in the amount of ~\$195,000, staff conservatively projects an estimated total Cigarette Tax remittance for FY22 to be \$1,170,000. This local revenue will be disbursed to the eight participating jurisdictions as a ‘pass-through’.
 - Additional Federal, State, and Local revenue/expenditure changes –
 - Due to staff vacancies in FY22, additional federal, state and local revenue for the CA-MPO will be rolled into FY23;
 - Due to vehicle shortages and closed eVA state contracts for eligible vehicles, the purchase of a vehicle for Cigarette Tax compliance will occur in FY23 rather than FY22;

- Revenues that were budgeted for technical support for the Hazard Mitigation Plan will now be done by in-house staff, therefore, ~\$20k from moved from pass-through to cover staff time.

6. Resolutions

- d. Solid Waste Plan Amendment – In October of 2021, the TJPDC Commission approved the 2021-2026 Solid Waste Management Five-Year Update (Solid Waste Plan). Since the approval, TJPDC staff learned that a new captive industrial landfill is in development in Fluvanna County. As such, we are required to amend the approved Solid Waste Plan to include this addition and hold a public hearing before submission to the Virginia Department of Environmental Quality (DEQ) for approval. Please see the memo in your packet for more detailed information.

Staff recommends a motion to adopt the Thomas Jefferson Solid Waste Planning Unit's 2021 Solid Waste Management Plan revision as presented.

- a. HOME-ARP Resolution and Draft Request for Proposal – The Thomas Jefferson Regional HOME Consortium, housed and staffed by the Thomas Jefferson Planning District Commission (TJPDC), seeks the services of a consultant to conduct a Needs and Gaps Analysis for an update to the Consortium's Annual Allocation Plan, to secure HOME-ARP funding from the US Department of Housing and Urban Development (HUD). The consultant will work with staff and stakeholders to evaluate size and demographic composition of qualifying populations to assess unmet needs and identify any gaps within current shelter and housing inventory and service delivery systems.

Staff recommends a motion to approve the Resolution to Authorize the Issuance of a Request for Proposals for Consultant Services to Develop a HOME-ARP Needs Assessment and Gap Analysis.

- b. FY22 Amended Annual Operating Budget Resolution –

Staff recommends a motion to approve the FY22 Thomas Jefferson Planning District Commission's Amended Operating Budget as presented.

7. Executive Director's Monthly Report

- a. **Staffing/Agency updates –**
 - We have filled the Chief Operating Officer/Program Director position. We have advertised for the Finance Director and Cigarette Tax Compliance Officer positions.
 - Staff has been working to re-instate the TJPDC's monthly e-Newsletter. An updated template has been created and staff is working to schedule content for an anticipated first issue in early to mid- March.
 - The TJPDC continues to support the United Way's Tax Preparation program by providing use of the Water Street Center.
- b. **VATI (Virginia Telecommunications Initiative) –** As the administrator for the RISE Project, TJPDC continues to work with DHCD and Firefly during the

contract negotiation period for the recently-awarded VATI grant. We hope to have all necessary information submitted to DHCD and various contracts in place sometime in mid-April. Firefly is preparing to conduct “make-ready” work in advance of the formal start of the grant period.

- c. **BRCTB (Blue Ridge Cigarette Tax Board)** – As the administrator for the Blue Ridge Cigarette Tax Board, TJPDC has been processing reports and receipts from the first month (January) of tax rates being in effect. First disbursements to localities are being made in early March. The Board, which next meets on March 11, is still looking to hire a compliance officer.
- d. **Legislative** – The General Assembly is winding down, with adjournment scheduled for March 12. A few locally-requested bills had success, but many more were not acted on favorably. Crafting of the state budget for FY23 and FY24, including the types and amount of tax relief to be provided, is one of the biggest outstanding issues to resolve. Local officials and staff were kept updated on General Assembly happenings via weekly legislative updates.
- e. **Housing/Transportation–**
 - The Central Virginia Regional Housing Partnership (CVRHP) has a 3-hour strategic planning workshop with the consultants from the Spark Mill on March 23, 2022.
 - CA-MPO staff continues to develop Smart Scale projects and held a Smart Scale Round 5 Public Workshop on February 28, 2022.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, April 7, 2022. Items for the April meeting may include but are not limited to: i) FY23 Rural Transportation Work Program & Budget – For Approval, ii) FY23 Draft Operating Budget, iii) Appointment of Nominating Committee for TJPDC Commission Officers, iv) Unified Work Program (UPWP) Update, and v) VA Housing Grant Recommendations – For Approval.

Adjourn
