

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: April 7, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 3, 2022.

Administration

- April 7, 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)

- 3. Presentations**

- a. RAISE Grant Support Requests - Albemarle and Greene County – Albemarle County and Greene County are asking for support letters from the TJPDC. A draft of the support letters are contained in the meeting packet. Albemarle County's Principle Planner, Jessica Hersch-Ballering, will present a summary of the proposed Albemarle application and a Greene County representative will present Greene's proposed project. Commissioners will be asked to support the application through consensus, directing staff and the commission chair to execute the letter of support on behalf of the Commission.
- b. *Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) – Staff will introduce Mark Flynn, counsel hired to advise on our Virginia Telecommunications Initiative (VATI) program and other agency projects. Mr. Flynn will review the need for the Commission to consider adoption of PPEA Guidelines and will also discuss the recommended process for the Commission to consider unsolicited proposals. Staff will present a draft resolution to approve the guidelines and a second draft resolution to accept for consideration an unsolicited proposal for providing universal broadband access. *Action on this item is to consider two resolutions for adoption. A copy of each resolution is provided in the meeting packet.

***Staff recommended a motion to approve the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA) Guidelines.**

***Staff recommends a motion to accept an unsolicited proposal for providing universal broadband access.**

- c. Virginia Telecommunications Initiative (VATI) Update – VATI Program Director, Lori Allshouse, will give a brief presentation updating Commissioners on the progress and next steps of the VATI program. No action is required on this item.

4. *Consent Agenda

- a. Minutes of the March 3, 2022 Commission Meeting
- b. February 2022 Financial Report – Total income for February was \$181,126 and total expense were \$177,111. With 8 months (or 67%) of our fiscal year complete, we have received 70% of our total budgeted income. We have expended 58.7% of our total budgeted operating expenses of \$1,316,143. Net Quick Assets are \$887,621, which is 9.34 months of operating expenses. Capital Reserves are \$412,318. Unrestricted Cash on Hand of \$442,613 represents 4.66 months of operating expenses. Net gain from February was \$4,015. The overall net gain for the year to date is \$15,766. A copy of the February dashboard report, Profit and Loss Statement, Comparative Balance Sheet and Accrued Revenues report are included in meeting materials.

***Staff recommends approval of the consent agenda.**

5. New Business

- a. Appointment of Nominating Committee for FY23 TJPDC Officer – The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:
 - Jesse Rutherford, Chair
 - Dale Herring, Vice Chair
 - Keith Smith, Treasurer
 - Christine Jacobs, Secretary
- b. Virginia Housing PDC Housing Development Grant – Presentation and Sub-Recipient Recommendation – Ian Baxter, Planner II, will present a recommendation to the Commission for sub-recipients of our \$2M housing development grant. He will detail the process that was used to identify potential partners and make a recommendation on preferred sub-recipients to the commission. Action on this item will occur during the Resolutions section of the agenda. A copy of his presentation, a detailed memo, and a draft resolution are included in the meeting packet.
- c. Staff will present the draft FY23 Operating Budget. The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/May of 2023. The draft FY23 Operating Budget is a balanced budget with projected revenues of \$41,143,088 and projected expenditures of \$41,143,088. There is an anticipated budget shortfall of \$71,420 which requires a reserve transfer. One

grant or combination of additional grants equaling \$71,420 in direct revenue for the TJPDC would place us back in the financial black and not require us to use reserve savings. Review of the draft budget at April's Commission meeting will allow all Commission members to offer input to the Executive Committee and/or TJPDC staff in advance of a final recommended budget presentation in May's Commission meeting. Details of the FY23 Operating Budget are provided in a detailed memo in the meeting packet, along with a copy of the draft FY23 Operating Budget, FY23 Projected Revenues, and details of local contribution requests. Consideration and adoption of the FY23 Operating Budget will occur in May. No action is required on this item at this time.

6. Resolutions

- a. FY23 Rural Transportation Work Program and Budget – Staff presented a draft of the FY23 Rural Transportation Work Program and Budget in the March Commission meeting. No changes to the budget or work program have occurred since the April meeting. 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. A copy of the Work Plan and Budget and draft resolution are included in the meeting packet.

Staff recommends a motion to approve the FY23 Rural Transportation Planning Work Program.

- b. Staff presented an overview of the Virginia Housing PDC Development Grant and made recommendations on sub-recipients for the grant in the 'New Business' section of the meeting. A copy of the draft resolution is included in the meeting packet.

Staff recommends a motion to approve development partners for the Thomas Jefferson Planning District Commission's Virginia Housing Development grant.

7. Executive Director's Monthly Report

- a. **Administration –**
 - The United Way has completed their tax preparation program and is no longer using the Water Street Center.
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- b. **Legislative –** The governor has called the General Assembly back to Richmond for a special session beginning April 4, with the main purpose being to work on the yet-to-be resolved state budget for FY23/24 and address unresolved legislation from the 2022 regular session that adjourned in early March. The governor also faces an April 11 deadline to act in (sign, veto, or propose amendments to) legislation approved by the legislature during the regular session.
- c. **Housing –**
 - The Central Virginia Regional Housing Partnership (CVRHP) held a 3-hour strategic planning workshop with the consultants from the Spark Mill on

March 23, 2022. The consultants will develop a draft strategic plan for review by the CVRHP's executive committee.

- The HOME FFY22 Draft Annual Action Plan has been posted to the TJPDC website. The public comment period lasts until April 30th. The May Commission meeting will include a public hearing on the draft plan as well as a resolution for consideration.

d. Transportation –

- Pre-applications for SMART SCALE were submitted on March 31, 2022, for the CA-MPO and TJPDC projects. The CA-MPO policy board selected an alignment and bridge design for the Rivanna River Bike/Ped bridge on March 24, 2022. Staff also submitted SMART SCALE pre-applications on behalf of Nelson County.
- The CAMPO was presented a draft FY23 Work Program and Budget in their March meeting. Due to staff vacancies in FY22, amendments to the FY22 UPWP were approved to actively roll-over excess funding into FY23 for use in developing the Long-Range Transportation Plan and supporting a Regional Transit Governance Study (pending award from DRPT).
- Office of Intermodal Planning Investment – Staff held a project meeting with consultants from Michael Baker, International and staff from the City of Charlottesville and County of Albemarle. The committee defined parameters for the development of a methodology for identifying priority transportation projects in the Long-Range Transportation Plan.
- A public meeting is planned for the Zion Crossroads Gateway Plan on April 19th. The meeting is designed to inform the public of the transportation study and recommendations completed by Kittelson and Associates.
- Consultants for the Regional Transit Vision plan have drafted a vision and goals memo and will be identifying various scenarios for recommended regional transit system configurations. The consultants will present their recommended scenarios to the Charlottesville City Council and the Albemarle County Board of Supervisors. TJPDC staff will schedule presentations with the Nelson, Greene, Fluvanna, and Louisa Boards of Supervisors to share an update on the draft regional vision.

e. Environment –

- Staff will convene a working group to identify FY23 initiatives for the Rivanna River Basin Commission (RRBC).
- Staff has scheduled presentations with each of the local governing bodies to present the draft Hazard Mitigation Plan.

f. Economic Development –

- In mid-March staff submitted an Economic Adjustment Assistance grant application to the US Economic Development Administration for funding to create a regional Comprehensive Economic Development Strategy plan (CEDS).

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
 - b. The next Commission meeting is Thursday, May 5, 2022. Items for the May meeting may include but are not limited to i) Public Hearing – Draft HOME Annual Action Plan/Resolution, ii) Presentation – Legislative Report, iii) Presentation of CA-MPO Unified Planning Work Program (UPWP) iv) FY23 Operating Budget for Approval, iv) TJPDC Officer Slate – Notice of Nominating Committee, vi) Officer Nomination for TJPDC Corporation, and vii) Quarter 3 (Jan-March) Financial Report.
9. *Closed Session - *per Code of Virginia 2.2-3711 A.1. – The Commission will enter closed session to discuss and individual employee’s performance. Public session will resume after the closed session.

Adjourn
