

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 2, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 5, 2022.

Administration

- June 2, 2022 Meeting Agenda

- 1. Call to Order and Roll Call**

- a. Reading of the Electronic Meeting Notice (Read by Ruth Emerick)

- 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 Ruth Emerick)

- 3. Presentations**

- a. Virginia Telecommunications Initiative (VATI) Update – Lori Allshouse, VATI Program Director, will give an update on the progress of the punch list items required to enter into a contract with the Department of Housing and Community Development to administer the regional VATI broadband grant. Lori will discuss next steps, to include the need to enter into various contracts (Three-Party Agreements with each jurisdiction, TJPDC/DHCD). Later in the meeting, staff will request support for a resolution that authorizes the Executive Director to negotiate and commit the TJPDC to resulting contracts.

- 4. *Consent Agenda**

- a. Minutes of the May 5, 2022 Commission Meeting
 - b. April Financial Reports – Total income for April was \$200,126 with operating expenses of \$107,539 and total pass-through expenses of \$83,087. There was a net gain in April of \$9,499 with a year-to-date net gain of \$46,213. With 10 months (or 83%) of our fiscal year complete, we have received 45% of our budgeted income (due to delays in realizing large pass-thru revenues associated with the VATI grant). We have expended 76% of our total budgeted operating expenses of \$1,317,050. Net Quick Assets are \$917,249, which is 9.32 months of operating expenses. Capital reserves balance is \$425,092. Unrestricted cash on hand is \$603,071, which represents 6.13 months of operating expenses (which is above the 4-month goal).

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

5. New Business

- a. Regional Housing Partnership (RHP) Appointment – The RHP is an advisory board that consists of 21 voting members (8 of which are appointed by the TJPDC Commission). Included in the meeting packet is the list of current members. The urban resident representative seat on the partnership needs to be filled.

Staff recommends a motion to appoint Shelby Edwards, the Executive Director of the Public Housing Association of Residents, to the Central Virginia Regional Housing Partnership as the urban resident representative.

- b. Following the lead of the federal government, the State of Virginia and the local governments in our region, the TJPDC will observe Juneteenth, the oldest known commemoration of the end of slavery in the U.S., as a paid holiday. As June 19, the day of observance, falls on a Sunday in 2022, the TJPDC holiday will occur on Monday, June 20. We anticipate officially incorporating this holiday into updates to our employee handbook later this year. In the meantime, staff seeks support to observe the holiday in FY22 prior to official adoption in the amended employee handbook.

Staff recommends a motion to approve TJPDC observance of Juneteenth on June 20, 2022.

6. Resolutions

- a. Resolution to Elect TJPDC Officers for FY23: The TJPDC bylaws state that the Commission shall elect the officers of chair, vice-chair, treasurer, and secretary at its annual meeting held in June each year. The Chair and Vice-Chair may succeed themselves in office for no more than one additional year. The Chair and Vice-Chair shall not be representatives of the same government subdivision nor shall they be elected officers of the governmental subdivision whose respective terms expire simultaneously. In the May 5th commission meeting the selection committee presented the recommended following slate of officers:
 1. Ned Gallaway, Chair
 2. Tony O'Brien, Vice Chair
 3. Keith Smith, Treasurer
 4. Christine Jacobs, Secretary

Staff recommends a motion to approve a resolution electing the recommended slate of board directors and staff to serve as officers of the commission for fiscal year 2023.

- b. SmartScale Resolutions:
 - i. A detailed staff memo is included in the meeting materials that lists and details the proposed projects for FY23 Smart Scale Applications.
 - ii. Resolution of Support for TJPDC SmartScale Applications –The TJPDC is able to submit four applications for SmartScale funding.

Staff recommends a motion to endorse the submission of SmartScale Applications requesting funding for transportation projects by the Thomas Jefferson Planning District Commission.

- iii. Resolution of Support for Rural Transportation SmartScale Applications – Local rural jurisdictions within our region will be submitting applications for transportation projects. As part of their applications, jurisdictions are required to obtain support/consistency from the TJPDC. All projects are confirmed to be consistent with the Rural Transportation Plan. Due to no TJPDC meeting in July, TJPDC support is asked for now prior to the August 3rd submission deadline.

Staff recommends a motion to endorse the submission of SmartScale Applications requesting transportation funding by the localities.

- c. Resolution to Approve VATI Broadband Grant Contracts: The TJPDC was awarded \$79,027,930 through the Virginia Telecommunications Initiative (VATI) program. The TJPDC Commission has authorized the Executive Director to proceed with negotiations and award a comprehensive agreement with Firefly. The awarding grant also necessitates execution of additional agreements involving the TJPDC, Firefly, the Virginia Department of Housing and Community Development (DHCD), and localities participating in the grant. An agreement between the TJPDC and DHCD will stipulate conditions for carrying out the project in conjunction with Firefly. A three-party agreement between the TJPDC, Firefly, and each of the 13 participating counties will stipulate responsibilities of each of the named entities during project execution. Staff recommends that the Commission authorize the Executive Director to negotiate and commit the TJPDC to the resulting contracts, as well as take all other actions necessary, consistent with the Commission Bylaws and approved Procedures Governing Purchases, to fulfill the TJPDC's responsibilities as the VATI grant administrator. A copy of the DHCD VATI Contract template and a Three-Party Agreement template are included in the meeting materials.

Staff recommends a motion to approve a resolution to approve VATI Broadband Grant Contracts.

7. Executive Director's Monthly Report

a. Housing –

- i. Staff attended a HousingX conference in Newport News on innovation and rapid change that is transforming the housing industry. Regional Housing Partnership chair, Keith Smith, participated in a brief presentation on the RHP's work in the TJPDC region.
- ii. The Regional Housing Partnership is interested in hosting an in-person Housing Summit in December 2022 (pending space availability and sufficient funding). Staff applied for, and was awarded, a \$15,000 Housing Events Sponsorship from Virginia Housing to support the summit. Staff will be working to secure an additional \$35,000 in sponsorships, donations, and contributions to hold the event.
- iii. USDA released a notice seeking applications for Housing Preservation Grants on May 26th. Unfortunately, the applications are due before the TJPDC Commission's

regularly scheduled August meeting (and the Commission does not meet in July). Staff recommends, that upon public notice of an open public comment period, the TJPDC Commission gathers for a brief special session on Thursday, June 23rd for a brief presentation, Inter-Governmental Review, and Resolution of Support of the proposed Housing Preservation Grant activities that will be included in the TJPDC's application, due July 11, 2022.

- iv. TJPDC has received proposals from consultants to complete the required HOME-ARP gap and needs analysis. Staff expects to issue a notice to proceed in June.

b. Transportation –

- i. The Commonwealth Transportation Board's draft budget includes funding for a Regional Transit Governance Study as well as funding for the Albemarle Transit Expansion demo grant. The draft budget will go before the CTB in its June meeting. Staff will continue to monitor if the funding is approved.
- ii. A public meeting was held for the North29 Corridor study. Staff is working with VDOT and the project consultants on one additional public meeting.
- iii. Consultants for the Regional Transit Vision plan presented to the Regional Transit Partnership in their May meeting. The presentation included a draft vision and goals as well as recommended regional transit system configurations (constrained and unconstrained). The consultants will present their recommended scenarios to the Charlottesville City Council and the Albemarle County Board of Supervisors. TJPDC staff will present to the Nelson, Greene, Fluvanna, and Louisa Boards of Supervisors to share an update on the draft regional vision.
- iv. Staff have begun reaching out to planning staff in our rural localities to develop a Rural Transportation Program Strategic Plan. The strategic plan will identify opportunities to improve regional collaboration among our localities, create a more streamlined process for developing annual work programs, and provide better defined technical support for local members.
- v. RideShare is currently working with all of the region's transit agencies to plan promotions for Clean Commute month in May.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, August 3rd, 2022. There is no July meeting. Items for the August meeting may include but are not limited to 1) Watershed Improvement Program (WIP) 6-month update, 2) Hazard Mitigation Plan Update, 3) Blue Ridge Cigarette Tax Board Update, and 4) TJPDC 50th Anniversary Resolution.

Adjourn
