

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: August 4, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since June 23, 2022.

Administration

- August 4, 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. TJPDC 50th Anniversary Resolution, Presented by Delegate Sally Hudson – David Blount
 - b. Virginia Telecommunication Initiative (VATI) 2022 Update – Lori Allshouse will provide an update on the 2022 VATI/DHCD Contract Negotiation Record progress and share next steps in the process.
 - c. Watershed Improvement Program (WIP) Program – Isabella O'Brien will update the Commission on the calendar year activities to date, as well as detail upcoming WIP activities for the remainder of the calendar year.
 - d. Hazard Mitigation Plan Update – Ian Baxter will provide an update on the Hazard Mitigation Plan process as well as share Hazard Mitigation Grant Opportunities, to include: Building Resilient Infrastructure and Communities (BRIC, FY22), Building Resilient Infrastructure and Communities Technical Assistance (BRIC, FY22), and Flood Mitigation Assistance (FMA). A 4-page Hazard Mitigation Grant Opportunities handout is included in the packet as well as a copy of Ian's presentation.
 - 4. *Consent Agenda**
 - a. Minutes of the June 2, 2022 Commission Meeting
 - b. Minutes of the June 23, 2022 Special Commission Meeting

***Staff recommends a motion to approve the consent agenda.**

5. New Business

- a. Quarter 4 Financial Update – Staff will provide an update of the 4th quarter financials. The commission packet includes the following:
 - i. June Financial Dashboard Report
 - ii. June Profit & Loss Statement
 - iii. June Balance Sheet
 - iv. FY22 Accrued Revenues Report

Total income for May was \$574,125 and for June was \$271,463 with operating expenses of \$126,286 in May and \$142,203 in June. Pass-through expenses in May were \$429,625 and in June were \$147,669. There was a net gain in May of \$18,214 and an expected net loss in June of (\$18,409). It is not uncommon for there to be a net loss in June due to holidays and staff vacation. Additionally, budgeted one-time bonuses were paid in June and scheduled technology purchases were made. Net Quick Assets are \$928,020, which is 8.83 months of operating expenses (well in excess of the targeted 5 months). The unrestricted cash on hand has dropped to 1.21 months, below the target of 4 months. This is primarily due to the fact that we have larger grants that require us to hold larger receivable amounts. Additionally, we have several grants that only allow quarterly reimbursement. The capital reserves balance is \$402,307. **The year-end net gain is a \$51,187 for fiscal year 2022.**

- b. Authorization to engage in auto auctions – Ruth Emerick, Chief Operating Officer, will present a memo to the Commission on the need to potentially use auto-auctions as a means of procuring a vehicle for the use of the Blue Ridge Cigarette Tax Board compliance agent. Staff is asking the Commission to vote to authorize staff to engage in public auto-auctions, as needed.

Staff recommends a motion to authorize TJPDC staff to engage in public auto auctions as a means to secure a vehicle.

- c. In early July, TJPDC staff submitted a Notice of Application to the Department of Housing and Community Development (DHCD) stating the TJPDC's intention to apply for 2023 Virginia Telecommunications Initiative (VATI) funding to expand broadband into areas not covered by our current 2022 VATI project. This notice is required to be able to submit an application for 2023. David Blount will discuss the receipt of an unsolicited proposal from an Internet Service Provider. In the resolutions section of the agenda, the Commission will be asked to accept the unsolicited proposal for publication and consideration for applying for Fiscal Year 2023 VATI funds.

6. Resolutions

- a. Resolution Accepting an Unsolicited Proposal for Extending Broadband Access in Several Counties - Christine Jacobs

Staff recommends a motion to adopt the resolution accepting an unsolicited proposal for extending broadband access in several counties.

7. Executive Director's Monthly Report

Administration –

- i. Personnel updates: Otis Collier was hired as the Compliance Agent for the Blue Ridge Cigarette Tax Board. Mr. Collier will be working with us part-time. Staff continues to interview for the full-time Planner II/III/IV position. Sandy Shackelford, Director of Planning and Transportation, will be returning from leave on August 8th. Staff looks forward to her return.
- ii. The FOIA council will be meeting to develop a model policy for allowable all-virtual public meetings in accordance with § 2.2-3708.3 (effective September 1, 2022). TJPDC staff will review the model policy and bring a recommended policy to the Commission in their September meeting for consideration.
- iii. The TJPDC provides a quarterly report to our jurisdictions which details the activities of the TJPDC across all program areas in a given quarter. Staff will be exploring a redesign of the quarterly report to make it more visually appealing and to add project/program work by jurisdiction. Staff will bring a draft to the Commissioners in the November meeting for feedback.
- iv. 50th Anniversary Next Steps – Staff will convene the 50th Anniversary working group to identify potential opportunities to celebrate the TJPDC's milestone.
- v. Staff attended the Southeast Regional Directors Institute (SERDI) Annual Conference in Annapolis, MD in May, Housing Forward Virginia's HousingX innovation conference in May (where Commissioner Smith presented), the Virginia Transit Association Conference in Roanoke, VA in June, the VAMPO Annual meeting in Richmond, VA in June, the State Hazard Mitigation Plan Working group in Richmond, VA in June, and the Annual VAPDC Summer Conference in Staunton, VA in July.

Housing –

- i. DHCD released a Notice of Funding Opportunity for another round of Virginia Eviction Reduction Pilot funds for calendar year 2023. Applications are due September 16th, 2022. TJPDC intends to submit an application and will be issuing a Request for Proposals (RFP) to identify potential project partners.
- 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 additional funding in sponsorships, donations, and contributions to hold the event.
- iii. Staff submitted all application materials for the US Department of Agriculture's FFY22 Housing Preservation Grant.
- iv. Progress has been made on the Virginia Housing Development Grant. All sub-recipients are under contract and development work has begun. Reimbursement requests are due to Virginia Housing quarterly.
- v. All requirements of the Virginia Housing Tier I Strategic Planning grant have been completed. Staff will submit the approved Central Virginia Regional Housing Partnership's 5-year strategic plan to Virginia Housing, seeking reimbursement for direct expenses incurred (\$20,000) in the development of the plan.
- vi. Work has begun in earnest on the HOME-ARP program. Partners for Economic Solutions (contracted consultant) has conducted focus groups to gather quantitative

and qualitative data to include in a required gaps and needs analysis that will be included in a required amended annual action plan. Staff anticipates submitting the amended action plan to HUD before the end of the calendar year. A draft of the plan will come before the commission at a future meeting along with a required public hearing.

Transportation –

- i. Staff submitted four TJPDC, four MPO, and supported three Nelson County Smart Scale Applications to VDOT on August 1st.
- ii. The Commonwealth Transportation Board approved their Six-Year Improvement Plan, which included funding for a Regional Transit Governance Study. Upon contracting, the TJPDC is prepared to issue a Notice to Proceed. The governance study has an 18-month timeframe.
- iii. The Regional Transit Vision plan was set to be completed in September of 2022. Staff has extended the project by 2 months in order to continue additional outreach and engagement. Staff held an in-person event at the Downtown Transit Center in July and were successfully able to talk to nearly 60 current transit users. Consultants have presented the draft Transit Vision to Albemarle County and the City of Charlottesville, and staff presented to Fluvanna, Louisa, Greene, and Nelson counties in June and July. The revised completion date for the plan is November 2022.
- iv. Staff completed a bike and pedestrian infrastructure assessment in the towns of Scottsville and Stanardsville as a part of the FY22 Rural Work Program. The final draft of the report was presented to the Rural Technical Advisory Committee in their July meeting and a copy of the report was forwarded to the towns.
- v. Staff will be pursuing a Safe Streets for All (SS4A) grant through the US Department of Transportation to develop regional/local safety action plans. A safety action plan is required to be eligible for transportation safety improvement funds through SS4A.

Environment –

- i. Staff completed a draft 5-year strategic work plan for the Rivanna River Basin Commission. The Commission is having its second annual meeting in August during which elections will take place for leadership. Staff is planning for the RRBC annual conference, which has a tentative date of September 29th where speakers will discuss solar facility legislative updates and storm water best management practices for localities to use.

Economic Development –

- i. The TJPDC was awarded an \$80,000 grant (with additional \$20,000 local match) from the US Economic Development Administration (EDA) under its Economic Adjustment Assistance grant to develop a Comprehensive Economic Development Strategy. Staff attended a kick-off meeting with the EDA on July 29th. A strategic advisory committee will be created consisting of staff in each jurisdiction along with public, private, and nonprofit stakeholders throughout the region. We will be working alongside the Rappahannock-Rapidan Regional Commission as they develop their CEDS plan and will incorporate a ‘super-regional’ chapter linking the two plans. The EDA grant has an 18-month period of performance.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, September 1, 2022. Items for the September meeting may include but are not limited to 1) Draft FY24 Projected Budget and Local Revenue Request, 2) HOME & CDBG CAPER Draft Presentation and Public Hearing, 3) Blue Ridge Cigarette Tax Board update, and 4) Legislation update on All-Virtual Meetings for Regional Bodies.

9. Closed Session - *per Code of Virginia 2.2-3711 (A) 1

- a. **Employee** – Individual Employee(s) Discussion

Adjourn
