

## MEMORANDUM

**To:** TJPDC Commissioners  
**From:** Christine Jacobs, Executive Director  
**Date:** October 6, 2022  
**Re:** Executive Director's Report

**Purpose:** To review the current agenda packet and inform Commissioners of Agency Activities since September 1, 2022.

### Administration

- October 6, 2022, Meeting Agenda

- 1. Call to Order**

- a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick
- b. Vote to Allow Electronic Participation, if needed – 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. Central Virginia Regional Housing Partnership Update (CVRHP) – Ian Baxter  
The Central Virginia Regional Housing Partnership was established in 2019 and is made up on appointed representatives from our six member jurisdictions and private, non-profit and citizen stakeholders, to include representatives from UVA, workforce development, public health, and public transit. Staff will update the Commission on the recently completed strategic plan, current initiatives, and an upcoming, in-person Housing Summit in May of 2023 at the Omni Charlottesville, hosted by the CVRHP. A copy of the presentation is included in the meeting materials.
- b. Virginia Housing Development Grant Update – Ian Baxter  
The TJPDC was awarded \$2 million from Virginia Housing to develop a minimum of 20 affordable housing units throughout the region. Three sub-recipients (Virginia Supportive Housing, Habitat for Humanity (Charlottesville, Piedmont, Fluvanna) and the Charlottesville Redevelopment Housing Authority) were awarded gap funding to complete approximately 160 total units. Staff will update the Commission on the progress of the program. A copy of the presentation is included in the meeting materials.

- 4. \*Consent Agenda**

- a. Minutes of the September 1, 2022 Commission Meeting
- b. Monthly Financial Reports are included in the meeting materials
  - i. August Financial Dashboard Report

- ii. August Profit & Loss Statement
- iii. August Balance Sheet
- iv. August Accrued Revenues Report

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

## **5. New Business**

- a. \*Letter of Support Request – Greene County – Building Resilient Infrastructure and Communities (BRIC) Grant – Christine Jacobs - BRIC is a competitive FEMA grant (through VDEM) to support states, local communities, tribes, and territories for hazard mitigation projects that aim to reduce the risk from disasters and natural hazards. Greene County staff have asked the Commission for their support for a grant to construct a pumped storage reservoir and water treatment plan to mitigate future droughts and secure safe drinking water for the community. A draft copy of a support letter is included in the meeting materials.

**Staff recommends a motion to support Greene County’s Building Resilient Infrastructure and Communities (BRIC) grant application to FEMA.**

- b. FY23 Commonwealth of Virginia Financial Assistance Contract (DHCD) and FY23 Work Plan. The TJPDC receives annual funding from the state through the Department of Housing and Community Development. Staff will give a brief update. A copy of the annual contract and FY23 work plan are included in the meeting materials.
- c. FY24 Projected Operating Budget – The draft FY24 Projected Operating Budget was reviewed by the Executive/Finance Committee in August and recommended to the Commission for review in the September 1, meeting. The FY24 Projected Budget is balanced with \$45,438,497 in revenues and \$445,435,497 in expenses, with the assumption of only known revenue sources and expenses. It includes a two-cent increase in the per capita rate (\$0.64) as approved by the Commission in the September meeting. The only two changes between the current budget for consideration and the draft that was presented in September are:
  - i. The Virginia Telecommunications Initiative (VATI) program includes local funds from participating jurisdictions in addition to federal grant funds. Since all participating jurisdictions intend to use ARPA funds for their contribution, the \$11,000,000 will be coded as federal revenue. Therefore, the projected Federal revenue increased from \$30,381,224 to \$41,381,224 and the Local projected revenue decreased from \$13,898,396 to \$2,898,396.
  - ii. The \$0.02 increase in the per capita rate results in an increase in local per capita revenue from \$165,708 to \$171,055.
  - iii. Due to the per capita increase, the reserve transfer needed to balance the budget decreased from \$58,976 to \$53,393.

A copy of the FY24 Projected Operating Budget, Projected Revenues by source, and Projected Per Capita and Local Contributions are included in the meeting materials.

## 6. Resolutions

- a. Resolution Approving the Fiscal Year 2024 Thomas Jefferson Planning District Commission Projected Budget – Christine Jacobs

**Staff recommends a motion to approve the resolution adopting the FY24 TJPDC projected budget.**

## 7. Executive Director's Monthly Report

### **Administration –**

- i. The TJPDC is currently interviewing multiple candidates for our three open positions: Regional Transportation Planner, Housing and Community Development Grants Manager, and Project Administrative Assistant.

### **VATI/Broadband –**

- i. In September, staff prepared, scheduled, and facilitated internal, project team, and external meetings, to include the first quarterly stakeholder meeting with 38 attendees. Additionally, staff did a monitoring/learning site visit in the field with members of CVEC/Firefly, launched the TJPDC project webpage, and met with DHCD and Firefly to discuss requirements for monthly reporting and invoicing.
- ii. As you know, staff, along with our co-applicant Firefly, prepared and submitted a \$13 million 2023 VATI grant application for work to be completed on behalf of Albemarle, Greene, Cumberland, and Madison counties. Challenges to the applications are due to DHCD by October 6 and DHCD will notify challenged applicants by October 13.

### **Housing –**

- i. Staff submitted an application for Virginia Eviction Reduction Pilot (VERP) 3.0 funds on September 16<sup>th</sup>.
- ii. Regional Housing - The Central Virginia Regional Housing Partnership held their quarterly meeting on September 28<sup>th</sup>. An update was given on the newly adopted 5-year strategic plan. The CVRHP will hold an in-person regional Housing Summit in March at the Omni Charlottesville. More details to come.
- iii. HOME-ARP – The HUD required Gaps and Needs Analysis has been completed. Staff will meet with each local jurisdictions to receive direction on how the funds will be committed. Staff will then prepare the required annual action plan with the goal of submission to HUD by February of 2023.

### **Transportation –**

- i. SS4A - Staff submitted a nearly \$1.1 million application to USDOT for the Safe Streets and Roads for All grant program to develop a comprehensive safety action plan. All six jurisdictions supported the application and provided commitment for the required local match.
- ii. Charlottesville-Albemarle Metropolitan Planning Organization - The CA-MPO is undertaking an update to the Long-Range Transportation Plan (LRTP). Staff have been working with the Office of Intermodal Planning and Investment to develop a methodology and metrics to prioritize projects that will be a part of the constrained list.

- iii. Rural Transportation – The Rural Transportation Technical Committee held their monthly meeting with a presentation and discussion on the pros and cons of rural paving.
- iv. The Regional Transit Vision plan draft was delivered to staff for a first round of suggested revisions/additions. The revised draft plan will then be presented to the Regional Transit Partnership in their October meeting. September's RTP meeting included a presentation from the Chief Executive Officer of the Northern Virginia Transportation Authority who discussed their revenue streams and how decisions were made around funding.

**Environment –**

- i. The Rivanna River Basin Commission's annual conference was held on September 29<sup>th</sup> at the Lew and Clark Exploratory Center. The themes of the conference were utility-scale solar and environmental justice.
- ii. Staff submitted priority regional activities for the Watershed Improvement Program. In the coming weeks, staff will work with local government staff to identify potential opportunities to support local initiatives through the WIP program.

**Economic Development –**

- i. A Request for Proposals was issued for a consultant to complete a Comprehensive Annual Action Plan for Region 10 and Region 9. Proposals are due by October 14th.

**8. Other Business**

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, November 3, 2022. Items for the November meeting may include but are not limited to 1) Annual Financial Audit Report \$ Acceptance, 2) Quarter One Financial Report (July-Sept), and 3) Regional Transit Governance Study Presentation.

**Adjourn**

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