

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: December 1, 2022
Re: Executive Director's Report

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

Administration

- December 1, 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. Staff Introductions – Laurie Jean Talun joined the TJPDC as the Housing and Community Development Grants Manager. She will be responsible for the HOME Consortium, the USDA Housing Preservation Grant, and HOME-ARP. Gorjan Gjorgjievski joined the TJPDC as the VATI Program Administrative Assistant. He will work with Lori Allhouse on record keeping, invoicing, and reporting for the VATI program.
- b. Regional Transit Governance Study – The TJPDC was awarded a grant from the Department of Rail and Public Transportation to complete a Regional Transit Governance Study. The study will identify strategies for achieving the regional transit priorities and goals identified in the recently completed Regional Transit Vision Plan. Specifically, the study will look at potential governance options for a regional authority and investigate opportunities to increase transportation investments and outcomes.
- c. Mobility Management – FTA Section 5310 Grant through DRPT – Staff will present on the FTA 5310 grant. Currently, there is not a regional 5310 grant applicant acquiring this resource for our region. The TJPDC is exploring developing a program to support mobility management to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Staff is looking for general consensus from the Commission to continue to pursue the opportunity.

- d. 2023 General Assembly Preview – David Blount will provide a high-level overview of the expected budget and legislative items for the upcoming General Assembly session.

4. *Consent Agenda

- a. Minutes of the November 3, 2022, Commission Meeting
- b. Monthly Financial Reports are included in the meeting materials
 - i. October Financial Dashboard Report
 - ii. October Profit & Loss Statement
 - iii. October Balance Sheet
 - iv. October Accrued Revenues Report

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

5. New Business

- a. 2023 Calendar Year Meeting Schedule – Christine Jacobs

6. Resolutions

None

7. Executive Director's Monthly Report

Administration –

- i. We are currently conducting second round interviews for the Transportation Planner position are very close to being fully staffed.

Virginia Telecommunications Initiative (VATI) - Staff continues to prepare, schedule, and facilitate internal, project team, and external meetings. Monthly progress reports and invoices for TJPDC administrative costs are being submitted to DHCD and a first monthly invoice to DHCD and localities for Firefly's construction work is forthcoming. Project milestones completed to date are as follows:

- 302.4 miles of field data collection
- 1,485.52 miles of fiber design
- 139.65 miles of make ready work
- 35.85 miles of aerial fiber placement
- 38.14 miles of underground fiber placement
- 8.10 miles of splicing

On November 7, TJPDC staff visited areas in Nelson County where aerial fiber awaits further work at the polls and where crews were planning to pull aerial fiber between poles. The [Firefly website](#) continues to be updated with new timelines for each county and fiber project area within that county. In addition, maps and communications for each project area are posted. On November 21, Gorjan Gjorgjievski joined TJPDC to assist with the administration of the project. The second quarterly meeting of stakeholders is taking place December 1, 2022.

VATI 2023: TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for work to be completed on behalf of Albemarle, Greene, Cumberland and

Madison counties. This expansion of the VATI 2022 project would include over 300 miles of fiber construction to provide service access for an additional 3,600 customers across the four counties. We received a challenge on a small portion of our area to be served and submitted a rebuttal on November 3. DHCD's grant award announcements are anticipated in December 2022.

Blue Ridge Cigarette Tax Board (BRCTB) - Since the September presentation to you, the compliance agent has been out in the field, working to educate and inform retail establishments about the local cigarette tax and how to be in compliance with the local ordinance. He has found a number of instances of non-compliance, and has been working with the retailers and distributors to rectify these situations. On average, we continue to process about \$250,000 per month in tax collections through the agency for distribution to the eight BRCTB members.

Housing –

- i. Virginia Governor's Housing Conference – Ned Gallaway, RHP Chair and Keith Smith, RHP Vice-Chair, joined four TJPDC staff members at the Virginia Governor's Housing Conference in Alexandria, VA.
- ii. Regional Housing Summit – Planning continues for the March 24th Housing Summit at the Omni Charlottesville. Fundraising is ongoing and staff has met with all presenters/panelists to plan for sessions. Staff sent sponsorship request letters to all jurisdiction CAOs.
- iii. VA Housing Tier II Implementation Grant – The Regional Housing Partnership recently adopted a 5-year strategic plan. One priority in the plan is to assess the Bylaws and membership of the partnership. Staff intends to issue a Request for Proposals to identify a consultant that can support this work. Staff intends to apply for a grant that VA Housing offers (a Tier II Implementation grant to support implementation of housing organizations' strategic plan priorities). This will be brought back to the Commission for approval prior to contracting.

Transportation –

- i. Mobility Management – Staff is exploring an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options.
- ii. Title VI – Staff has developed a required Title VI plan for the CA-MPO and TJPDC. The plan has been approved by VDOT and will be presented to commissioners in the February meeting.
- iii. Commuter Assistance Program (CAP) Strategic Plan – Staff is beginning to prepare an application to DRPT for technical assistance grant funding to develop a required 5-year strategic plan for the RideShare program. The grant requires a 50/50 state/local share. Staff will not be seeking additional funding from member governments to support the local match, rather, regional per capita funding will be used.
- iv. CA-MPO – Work continues on the Long-Range Transportation Plan. Staff has developed the draft goals and objectives and are working to develop stakeholder discussion groups to review the goals and objectives prior to broad public feedback.

- v. The Rural Transportation Tech committee met in November and had a presentation from the Lynchburg District on a transportation connectivity study they completed, including how to evaluate the economic impacts of transportation projects.

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. Eight proposals were received and scored by a selection committee. An award will be made to the priority consultant and work will begin to develop a Strategic Plan Committee comprised of ED staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders.

Environment –

- i. Watershed Improvement Program – Staff is completing work with Albemarle County on developing SMART goals for sustainable waste management. There are some new Notice of Funding Opportunities for related grant opportunities that were just released that staff is following.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, February 2, 2022. There is NO commission meeting in January. Items for the February meeting may include but are not limited to 1) New Commission Member Orientation (if needed), 2) FY24 Rideshare Work Program, Grant Application, Resolution, 3) FY23 Amended Budget Draft, 4) Quarter Two (Oct-Dec) Financial Report, 5) HOME-ARP Public Hearing, and 6) VATI 6-month update.

Adjourn
