

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: February 2, 2023
Re: Executive Director's Report

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

Administration

- February 2, 2023, 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)
- c. **PUBLIC HEARING – HOME-ARP Draft Allocation Plan – Ian Baxter**
The HOME Consortium was awarded a one-time HOME-ARP allocation from HUD equaling 3.6 times the size of the 2021 annual allocation of HOME funds, or \$2,452,700. 15% of the funds are set aside for planning and administration. The remaining 85% of the funds, or \$2,084,429,50 will be allocated equally across the six jurisdiction in Planning District 10. The draft HOME-ARP allocation plan describes how the Participating Jurisdiction (PJ) intends to distribute its HOME-ARP funds, including how it will use these funds to address the needs of HOME-ARP qualifying populations. Local governments and service providers have provided extensive input and a required regional gaps and needs assessment was conducted. The draft plan is now before the public for feedback. A copy of the draft HOME-ARP Allocation Plan as well as a copy of staff's presentation is included in the meeting materials.

- 3. Presentations**

- a. Staff Introductions – Curtis Scarpignato joins the TJPDC as Regional Transportation Planner. He will staff the CA-MPO and work on urban and rural transportation programs.
- b. Quarterly Virginia Telecommunications Initiative (VATI) Presentation/Update – Lori Allshouse – A copy of staff's presentation is included in the meeting packet.

- c. FY24 Rideshare Work Program and Grant Application and FY24 Commuter Assistance Program (CAP) Strategic Plan Technical Assistance Grant Application– Sara Pennington
The TJPDC applies for an annual Commuter Assistance Program (CAP) grant from the Department of Rail and Public Transportation (DRPT) for the TJPDC's Rideshare program. The program aims to reduce traffic and increase mobility. The program offers free carpool matching, vanpool coordination, operates a Guaranteed Ride Home program to provide free rides home for users in an emergency, and conducts quarterly Park and Ride inventories. Additionally, in FY25, DRPT will require each CAP program to have a new 5-year strategic plan. DRPT offers technical assistance grants that will cover 50% of the cost to develop the plan. Staff will not ask local governments for an additional contribution to cover the 50% local match, rather will use regional per capita funds to cover the local share. A copy of work plans/applications are included in the meeting packet..

4. *Consent Agenda

- a. *Contract with Camoin Associates, Inc. for Comprehensive Economic Development Strategy Plan – On January 10, 2023, the TJPDC Executive/Finance committee met to review the contract Camoin Associates contract and to authorize the Executive Director to proceed to negotiate and commit the TJPDC to the resulting contracts, in accordance with 15.2-4204(B)(4) of the Code of Virginia and to take all other actions necessary, consistent with the Commission Bylaws and approved Procedures Governing Purchases, to develop a Comprehensive Economic Development Strategy. A copy of the resulting contract is attached.
- b. Minutes of the December 1, 2022, Commission Meeting
- c. Monthly Financial Reports are included in the meeting materials
 - i. December Financial Dashboard Report
 - ii. December Profit & Loss Statement
 - iii. December Balance Sheet
 - iv. December Accrued Revenues Report

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

5. New Business

- a. RAISE Grant Application Presentation– Rivanna River Bicycle and Pedestrian Preliminary Engineering – Sandy Shackelford – A copy of staff's presentation s included in the meeting packet.

6. Resolutions

- a. FY24 Rideshare Grant Application and Annual Work Program– Christine Jacobs – A copy of a draft resolution of is included in the meeting materials.

Staff recommends a motion to adopt the Resolution to Approve the FY24 Rideshare Grant Application and Annual Work Plan.

- b. FY24 DRPT Technical Assistance Grant Application: Strategic Plan – Christine Jacobs – A copy of the draft resolution is included in the meeting materials.

Staff recommends a motion to adopt the Resolution to Approve an FY24 Technical Assistance Grant Application for Commuter Assistance Program Strategic Plan.

- c. RAISE Grant for Preliminary Engineering for Rivanna Bike/Ped Bridge – Christine Jacobs – A copy of the draft resolution is included in the meeting materials.

Staff recommends a motion to adopt the Resolution Supporting a RAISE Grant Application to Fund the Preliminary Engineering Phase for the Rivanna River Bicycle and Pedestrian Bridge.

7. Executive Director's Monthly Report

Administration –

- i. Staff is pleased to welcome Curtis Scarpignato to the staff as a Regional Transportation Planner.

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 submitted to DHCD and a first monthly invoice to DHCD and localities for Firefly's construction work has been completed. Project milestones completed through December 31 are as follows:

- 361 miles of field data collection
- 1,489 miles of fiber design
- 269 miles of make ready work
- 59 miles of aerial fiber placement
- 73 miles of underground fiber placement
- 59 miles of splicing
- 55 passings, and
- 12 miles of Dominion Construction

On December 9, 2022, TJPDC staff visited Powhatan County to review construction maps, interview staff, examine equipment, observe the placement of underground conduit for fiber placement, confirm overhead fiber and pedestal infrastructure, and tour a communication hut. On December 1, 2022, the second quarterly stakeholders meeting was held.

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.

VATI 2023: Staff continues to await word on FY23 VATI awards.

Blue Ridge Cigarette Tax Board (BRCTB) – The BRCTB compliance agent continues to visit retailers 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. The board has elected to charge an annual application fee for distributors in the amount of \$50 (rather than the \$200 fee for new applicants). Additionally, the board will consider investing reserve BRCTB funds in the Virginia Investment Pool (VIP).

Housing –

- i. The TJPDC has been selected to host a VISTA member for the 2023-2024 AmeriCorps VISTA Cohort through the Virginia Housing Alliance. This year, there was a competitive pool with 11 agencies applying for VISTA members and only 6 sites awarded. Hosting a VISTA member requires an \$8,000 host fee, to be paid from the 729 Housing Program. VISTA members are required to work on capacity building activities and not direct service. The VISTA member position is full-time and will support the strategic plan activities of the Regional Housing Partnership. The VISTA member will work from the TJPDC office and will be supervised by Ian Baxter, Regional Planner.
- ii. Virginia Eviction Reduction Pilot (VERP) – The TJPDC was awarded a \$250,000 VERP 3.0 implementation grant. Staff will continue to work with Piedmont Housing Alliance’s Housing Hub and Financial Opportunity Center to support ongoing case management, financial assistance and mediation services, as well as work with PHA staff to develop and implement a new court navigation program.
- iii. Coming Back Home: CVRHP’s 2nd Annual Housing Summit - Planning continues for the March 24th Housing Summit at the Omni Charlottesville. This year’s theme, Coming Back Home, recognizes the important role local and regional housing policies plan in the recovery from the COVID-19 pandemic. Sessions will focus on program made, partnerships formed, and policy that can be utilized. The keynote speaker will be Jay Grant, Executive Director of LISC, Hampton Roads. Jay brings extensive experience from his time at HUD and DHCD and will share valuable perspective about regional collaboration on affordable housing. Registration for the event is open and can be found [here](#). The TJPDC will cover the registration fee for any current TJPDC commissioner. To access the free registration, please contact Ian Baxter, ibaxter@tjpd.org for a unique code. Additionally, TJPDC Commissioners will be invited to a networking event the evening before the summit to meet with speakers, panelists, sponsors, and RHP members.

Transportation –

- i. SmartScale – Staff is please to share that there were four SmartScale projects recommended for funding within the planning district to include: Nelson County – Route 151/Route 6 Intersection Improvements, Albemarle County – Access Management on Peter Jefferson Parkway, City of Charlottesville/Albemarle County – Avon Street Multimodal improvements, and Albemarle County – Belvidere and Rio Intersection improvements. The CA-MPO submitted the Avon Street application, the TJPDC submitted the Peter Jefferson Parkway application, and TJPDC staff supported the Route 151/Route 6 application. Funding awards will be finalized by the Commonwealth Transportation board during their Six-Year Improvement Program approval process.
- ii. Mobility Management – Staff applied for 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.

- iii. RAISE Grant Application – Staff will submit a Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the Preliminary Engineering (PE) phase of the Rivanna River Bicycle and Pedestrian Bridge. The Rivanna River project was submitted for SmartScale, but due to high contingencies and inflationary costs, the project is not yet competitive for funding due to a number of unknowns. Therefore, staff is pursuing the RAISE grant to complete the pre-construction/preliminary engineering 30% functional design phase to make the project more competitive for state funding.
- iv. Safe Streets and Roads for All (SS4A) – Staff is awaiting notification from the US Department of Transportation on the SS4A grant to develop to develop a comprehensive safety action plan for each jurisdiction in Planning District 10. Regardless of an award, staff will move forward with an in-depth safety analysis with funding from the Virginia Department of Transportation’s Highway Safety Improvement Program (HSIP).
- v. Rideshare/CAP Strategic Plan – Staff submitted an application to DRPT for annual RideShare funding. Additionally, staff submitted a technical assistance grant to DRPT for the Commuter Assistance Program (CAP) Strategic Plan. 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.
- vi. Charlottesville Albemarle – Metropolitan Planning Organization (CA-MPO) – Staff continues to draft the Long-Range Transportation Plan. Discussion groups are scheduled for February. Work with the Office of Intermodal Planning and Investment (OIP) to develop a project prioritization process has been completed. Staff continues to develop OneMap, which is a shared map of multimodal infrastructure consolidated data from the University of Virginia, Albemarle County, and the City of Charlottesville. The MPO will consider budget amendments and a revised 2023 Unified Planning and Work Program (UPWP) in their next meeting. The FY24 UPWP will go before the MPO in draft form in March for consideration and approval in May and will be brought to commission in May as an informational item.
- vii. Rural Transportation – The draft Rural Transportation work program will go before the Rural Transportation Advisory Committee in March. The draft will also come to the commission in March and then again in April for consideration and approval.
- viii. 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.
- ix. Regional Transit Governance Study – Consultants have identified peer regions to review for the benchmarking portion of the scope of work. They have also completed the existing conditions technical memo. The next phase is to analyze peer regions and have discussions to support our work.

Economic Development –

- i. Comprehensive Economic Development Strategy (CEDS) – Following a Request for Proposal process, which garnered eight proposals, a selection committee selected Camoin Associates, Inc. as the consultant to prepare a regional

Comprehensive Economic Development Strategy plan. In January, the TJPDC's Executive/Finance committee met to authorize the Executive Director to engage in contract negotiations and award the resulting contract, as well as do any other things necessary to complete the plan. Staff is working to develop a strategy committee consisting of economic development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders. The committee is tentatively scheduled to have a kick-off meeting in mid-April.

Environment –

- i. Hazard Mitigation – After previous approval by the Virginia Department of Emergency Management (VDEM), TJPDC staff has worked with the Federal Management Agency (FEMA) to attain Approved-Pending-Adoption (A-P-A) status on the 2023 Hazard Mitigation Plan Update. After returning required edits to FEMA earlier in January, TJPDC staff was notified that the plan had achieved A-P-A status. An official letter from FEMA is forthcoming. Staff are working with localities to schedule formal adoption at each governing board, the first of which will occur at the Fluvanna Board of Supervisor's February 1 meeting. Pending a successful adoption of the resolution, February one will be the new adoption date for the 2023 update.
- ii. Solid Waste Plan – The Department of Environmental Quality has approved the Thomas Jefferson Solid Waste Planning Unit's 2021 recycling rate of 39%
- iii. Watershed Improvement Program – Staff is beginning the USDA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) which will take place over the course of 2023. The project will map organizational characteristics, geographic turf, and networks of the environmental stewards within the region. Mapping these characteristics in a publicly accessible database will serve to strengthen capacity, build effective partnerships, promote engagement in projects, and better engage underserved areas. The Rivanna River Basin Commission (RRBC) Stakeholder Advisory group will be hosting the STEW-Map kickoff meeting for stakeholders in February. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle County Environmental Services Staff next week and to the SWAAC in February.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, March 2, 2023. Items for the March meeting may include but are not limited to 1) FY23 Amended Budget – For consideration/approval, 2) FY24 Draft Rural Transportation Work Program & Budget Presentation, 3) DHCD/CDBG Regional Priorities – For consideration/approval, 4) Blue Ridge Cigarette Tax Board (BRCTB) Update, and 5) Executive Director Evaluation Process Begins.

Adjourn
