

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: March 3, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 2, 2022.

Administration

○ March 3, 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 by the public are limited to no more than 2 minutes per person.
- b. Comments provided via email, online, website, etc. (Read by Ruth Emerick)

3. Presentations

- a. Resolution of Appreciation for Donald L. Reed – Ned Gallaway, Christine Jacobs
- b. FY24 Draft Rural Transportation Work Program and Budget – Sandy Shackelford
Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April meeting for consideration and approval. A copy of the draft Work Plan and Budget is included in the meeting packet.
- c. Blue Ridge Cigarette Tax Board Update – David Blount, Ruth Emerick
Staff will update the Commission on the administration of the Blue Ridge Regional Cigarette Tax Board to include a summary of local revenues received, packs sold, administrative costs, as well as governance items of the board. A copy of staff's presentation is included in the meeting packet.

4. *Consent Agenda

- a. Minutes of the February 2, 2023, Commission Meeting

Note: Due to a staff transition, the January financials were not able to be completed in time to include in the March Commission packet. Staff intends to provide both the January and February financials in the April Commission meeting.

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

5. New Business

- a. FY23 Amended Annual Operating Budget – Staff is recommending an amended budget for FY23 that reflects more accurate revenues and expenses based upon the previous seven month of experience for FY23. Expected revenue is \$41,339,674 with expected expenditures of \$41,327,650. Upon adoption, this amended budget will become the FY23 Operating Budget utilized for audit and reporting purposes. There are several changes between the approved budget and the amended budget that were detailed in a memo in the February 2, 2023 commission packet to account for new or ended projects and their associated revenues and expenses. Further, there are a couple of additional changes based updated projects and a staffing transition in Finance. The changes include:
 - i. Revenues:
 - A slight reduction in rental income revenue that more accurately projects the expected rental of the space.
 - ii. Expenses:
 - A slight decrease in the Salary and Fringe costs associated with the retirement of the Finance Director.
 - A \$53,000 increase in contractual expenses to account for the need to contract out the Finance function in the short term, and to account for training support once a permanent contract is in place or a Finance Director is hired.
 - iii. The anticipated net gain for FY23 is expected to decrease from \$52,502 to \$12,024.

6. Resolutions

- a. None

7. Executive Director's Monthly Report

- a. **Virginia Telecommunications Initiative (VATI)** - Staff continues to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

Project milestones reported to DHCD in February 2023 are as follows:

- 388 miles of field data collection
- 1,513 miles of fiber design
- 313 miles of make ready construction
- 94 miles of aerial fiber placement
- 79 miles of underground fiber placement
- 48 miles of spicing
- 460 passings
- 12 miles of Dominion construction

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On February 23, 2022, TJPDC staff visited Buckingham County and observed fiber being installed along Route 20.

Firefly's website includes timelines, project progress for work underway in each county, maps, and communications for specific project areas. This information is updated on a regular basis. The third quarterly stakeholders' meeting is scheduled for March 2, 2023.

VATI 2023: TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for additional work to be completed in Albemarle, Cumberland, Greene and Madison counties. This expansion of the VATI 2022 project would include more than 300 miles of fiber construction to provide service access for an additional 3,600 customers across these four counties. DHCD's VATI 2023 grant award announcements are anticipated soon.

b. Housing –

- i. 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.

c. Transportation –

- i. RAISE Grant Application – Staff submitted a \$3.01 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.
- ii. Safe Streets and Roads for All (SS4A) – Staff was awarded a US Department of Transportation (USDOT) SS4A grant to develop to develop a comprehensive safety action plan for each jurisdiction in Planning District 10. A meeting is scheduled with the Virginia Department of Transportation (VDOT) to start the in-depth crash data analysis with funding from the Virginia Department of Transportation's Highway Safety Improvement Program (HSIP). A SS4A grant kick-off meeting is scheduled with USDOT for March 1, 2023.

- iii. Charlottesville Albemarle – Metropolitan Planning Organization (CA-MPO) – The CA-MPO completed the stakeholder discussion groups to get a first round of feedback on the goals and objectives for the Long Range Transportation plan. Next steps are to revise the draft goals and objects and present back to the committees for confirmation before moving towards broad public engagement.
- iv. Rural Transportation – The draft Rural Transportation work program will go before the Rural Transportation Advisory Committee in March. The final draft will come before the commission in April for consideration and approval.
- v. Regional Transit Vision Plan – The final reimbursement for the Transit Vision plan has been received. Staff is awaiting final project close-out confirmation.
- vi. Regional Transit Governance Study – Consultants will present and update to the Commission in the April meeting. Additionally, the next Steering Committee meeting is scheduled for March 23, 2023.
- vii. Rideshare – Staff has developed a Request for Proposals for a consultant to develop the media content library approved in the FY23 Rideshare budget.

d. Economic Development –

- i. Comprehensive Economic Development Strategy (CEDS) – Staff developed the require Strategy Committee consisting of economic development staff in each jurisdiction, as well as private, nonprofit, and educational stakeholders. The kick-off meeting was held February 13th.

e. Environment –

- i. Hazard Mitigation – The 2023 Hazard Mitigation Plan update has officially been adopted. An official letter from FEMA is forthcoming. Staff are working with localities to schedule formal adoption at each governing board, the first of which occurred at the Fluvanna Board of Supervisor's February 1, 2023 meeting. February is the new adoption date for the 2023 update.
- ii. 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. This 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 community capacity, build effective partnerships, promote engagement in projects, and better engage underserved areas. The RRBC Stakeholder Advisory Group will be hosting the STEW-Map kickoff meeting for stakeholders February 28th at 2:00 PM to learn more about the project and share their feedback. Staff developed public educational materials for an upcoming Rain Barrel Workshop for community members in Albemarle and Charlottesville. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle Solid Waste Alternatives Advisory Committee March 8. SWP-Regional outreach for the 2022 Recycling Rate report begins the first week of March.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.

- b. The next Commission meeting is Thursday, April 6, 2023. Items for the April meeting may include but are not limited to:
 - a. Regional Transit Study Update (AECOM Consultants)
 - b. CA-MPO Unified Planning Work Program Update
 - c. FY24 Operating Budget Draft/Budget Memo
 - d. DHCD/CDBG Regional Priorities – For consideration/approval
 - e. Appointment of Nominating Committee for Officers
 - f. FY24 Rural Transportation Work Program & Budget – For Approval
 - g. Executive Director Evaluation (Closed Session)
 - c. **Adjourn**
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