

Thomas Jefferson Planning District Commission
Thursday, March 2, 2023 at 7 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottesville, VA 22902

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/86239457613>

Meeting ID: 862 3945 7613

By call-in: 1(301) 715-8592#

- | | |
|---|-----------------|
| 1. Call to Order | 7:00 – 7:00 |
| 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 |
7:00 – 7:10 |
| a. Comments by the public are limited to no more than 2 minutes per person. | |
| b. Comments provided via email, online, web site, etc. (Read by Ruth Emerick) | |
|
3. Presentations | |
| a. Resolution of Appreciation for Donald L. Reed – Christine Jacobs, Ned Gallaway | 7:10 – 7:40 |
| b. FY24 Draft Rural Transportation Work Program & Budget – Sandy Shackelford | |
| c. Blue Ridge Cigarette Tax Board Update – David Blount and Ruth Emerick | |
|
4. * Consent Agenda |
7:40 – 7:45 |
| Action Items: | |
| a. * Minutes of February 2, 2023 Meeting | |
|
5. New Business |
7:45 – 8:00 |
| a. FY23 Amended Operating Budget – Christine Jacobs | |
| b. Executive Director Evaluation Process – Ned Gallaway | |
|
6. * Resolutions |
8:00 – 8:00 |
| a. none | |
|
7. Executive Director's Report |
8:00 – 8:10 |
| a. Monthly Report | |
|
8. Other Business |
8:10 – 8:45 |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting – April 6, 2023, | |
| Items for Next Meeting: | |
| i. Regional Transit Study Update (AECOM Consultants) | |
| ii. CA-MPO Unified Planning Work Program Update | |
| iii. FY24 Operating Budget Draft/Budget Memo | |
| iv. DHCD/CDBG Regional Priorities – For consideration/approval | |
| v. Appointment of Nominating Committee for Officers | |
| vi. FY24 Rural Transportation Work Program & Budget – For Approval | |
| vii. Executive Director Evaluation (Closed Session) | |
|
9. *ADJOURN |
8:45 |
| *Designates Items to be Voted On* | |

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Jim Andrews	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Dale Herring	Greene County
Andrea Wilkinson	Greene County
Tommy Barlow	Fluvanna County
Rachel Jones	Fluvanna County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Liz Russell	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Don Reed	Finance Director
Sandy Shackelford	Planning and Transportation Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Ryan Mickles	Regional Transportation Planner
Curtis Scarpignato	Regional Transportation Planner
Ian Baxter	Regional Housing Planner
Laurie Jean Talun	Regional Housing Grants Manager
Lori Allshouse	VATI Program Director
Gorjan Gjorgjevski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Brandon Boccher	Housing Program Assistant
Gretchen Thomas	Administrative Assistant

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lashannon@tjpd.org or visit the website www.tjpd.org.

**RESOLUTION OF APPRECIATION
DONALD L. REED**

WHEREAS, Donald “Don” L. Reed has faithfully served the Thomas Jefferson Planning District Commission since May of 2006 as Finance Director; and

WHEREAS, Don has provided the Commission and his co-workers with thoroughness, accuracy, and thoughtful approaches in oversight of TJPDC’s finances; and

WHEREAS, during Don’s tenure, the agency’s financial needs have grown tremendously; and

WHEREAS, Don successfully navigated the agency’s migration from Great Plains software to QuickBooks to conduct TJPDC’s bookkeeping and other financial functions; and

WHEREAS, Don oversaw the move from presenting quarterly financial statements to the Commission to preparing statements monthly; and

WHEREAS, over the years, Don invested hours of his own time to learn and stay up to date on changes in governmental financial reporting; and

WHEREAS, Don prepared the agency’s financial statements for the annual audit process, achieving a continuous string of “clean audits;” and

WHEREAS, the TJPDC most recently has called upon Don to handle financial aspects of the Blue Ridge Cigarette Tax Board and accounting for the Virginia Telecommunication Initiative 2022 grant, the largest grant award in the history of the TJPDC; and

WHEREAS, the overall quality of services provided by the Thomas Jefferson Planning District during Don’s tenure has been enhanced by the knowledge, hard work, and passion that he has brought to the mission of the TJPDC; now, therefore be it

RESOLVED, that the Thomas Jefferson Planning District Commission expresses its enduring gratitude and appreciation for the generous and faithful service provided to the TJPDC and this region by Donald L. Reed.

Adopted this 2nd day of March 2023.

Ned Gallaway, Chairman

Christine Jacobs, Executive Director

Thomas Jefferson Planning District Commission FY-2024 Rural Transportation Planning Work Program

July 01, 2023 – June 30, 2024



Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa and Nelson), Jaunt, RideShare and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their **March 21, 2023** meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their **March 2, 2023**, meeting and approved the work program at their **April 6, 2023** meeting.

The preparation of this program was financially aided through administrative funds from the FY23 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

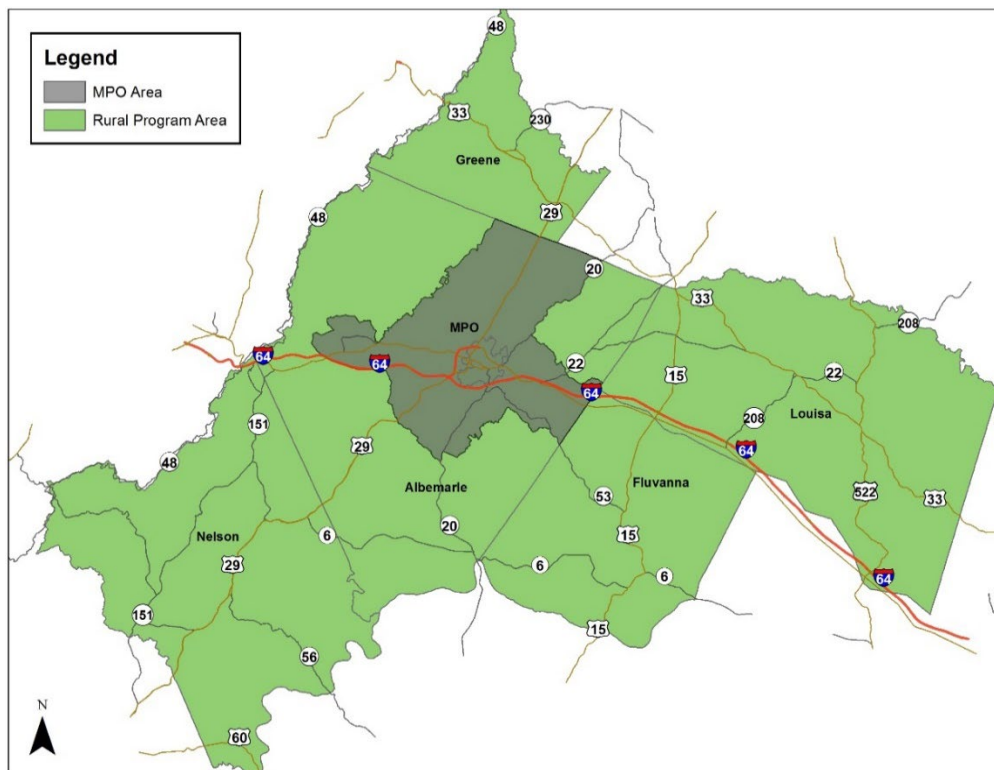
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2023 each planning district commission / regional commission that has rural areas will receive \$58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of \$14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research. The map below shows the rural program areas in light green.



Highlights of FY23

In FY23, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on regional transit planning. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.



REGIONAL TRANSIT PLANNING – TJPDC staff worked with consultants through two Department of Rail and Public Transportation (DRPT) technical assistance grants to continue work on regional transit planning efforts. The Regional Transit Vision Plan was completed in November of 2022, and work on the Regional Transit Governance Study began in the fall of 2022. While the technical assistance grant covered the costs of the consultants completing the work, the costs for the TJPDC staff administration and engagement with the program has been supplemented through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program.

BICYCLE AND PEDESTRIAN PROJECT PRIORITIZATION – In FY23, TJPDC staff worked to develop a process for prioritizing regional bicycle and pedestrian improvement projects identified in the 2019 Jefferson Area Bicycle and Pedestrian Plan.

ZION CROSSROADS GATEWAY PLAN – Staff completed the final report for the Zion Crossroads Gateway Plan, which has been provided as a resource to Louisa County and Fluvanna County for consideration in the development of Zion Crossroads Small Area Plans.

Fiscal Year 2023 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	\$12,800	\$3,200	\$16,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	\$45,200	\$11,300	\$56,500
TOTAL	RURAL PLANNING PROGRAM	\$58,000	\$14,500	\$72,500

FY2024 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2023 Activities by Task

FY 2024 – 1.0 Program Administration - \$16,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process (*the 3 C's approach*). The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the policy board of the Rural Transportation Program.

Task 1.1- Reporting and Compliance with Regulations - \$5,500

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Submit 12 monthly reports and invoices
- Maintain the FY24 Rural Work Program
- Prepare the FY25 Rural Work Program

Task 1.2 - Staff committee meetings - \$5,500

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings, by: preparing materials; writing minutes; handling public participation; updating committee websites; and, coordinating with the Charlottesville-Albemarle MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Technical Transportation Committee – meeting 6 times per year.
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

Task 1.3 - Share information with agencies and public - \$5,000

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website, to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs
- Conduct intergovernmental discussion and coordination of transportation projects and developments

- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

Administration Budget

SPR Funds (80%)	\$12,800
PDC Funds (20%)	\$ 3,200
Total Budgeted Expenditure for Program Administration	\$16,000

FY 2024 - 2.0 Planning & Local Technical Assistance - \$56,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2024. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Comprehensive Safety Action Plan - \$30,000

DESCRIPTION OF ACTIVITIES:

- The TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO's Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways. TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.

Task 2.2 – Prepare transportation infrastructure grant applications - \$6,500

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of Smart Scale and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Assist the region's counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP projects
- Provide Assistance for Smart Scale grant applications upon request

Task 2.3 – Provide assistance to local and state partners as requested - \$10,000

DESCRIPTION OF ACTIVITIES:

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, bikeway plans and studies
- Participate on VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities - \$10,000

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

One significant effort that will be underway in FY24 is the development of a Strategic Plan for TJPDC's commuter assistance program, RideShare. The TJPDC has applied for a technical assistance grant to retain a consultant, and the TJPDC will provide staffing support to develop elements of the Strategic Plan through the Rural Work Program and the CA-MPO's Unified Planning Work Program. Other efforts that will be programmed in this task include ongoing coordination with the Regional Transit Partnership and coordination of bike/ped projects with state funding applications.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to complete the Regional Transit Governance Study and pursue appropriate next steps
- Support the development of studies, plans, and initiatives that will promote access to safe infrastructure for rural users
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Planning & Technical Assistance Activities Budget

SPR Funds (80%)	\$45,200
PDC Funds (20%)	\$ 11,300

FY25 Anticipated Work Tasks

To provide a longer-view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY25, continued work on developing a coordinated regional strategy for Smart Scale funding application projects that prioritize projects by both need and by likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will continue work that will begin in FY24 to complete the Comprehensive Safety Action Plan, and will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2023 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Task 1.1- Reporting and Compliance with Regulations	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.2 – Staffing Committees	\$4,400.00	\$1,100.00	\$5,500.00
Task 1.3 - Information Sharing	\$4,000.00	\$1,000.00	\$5,000.00
Total Budgeted Expenditure for Program Administration	\$12,800.00	\$3,200.00	\$16,000.00
Program Activities			
Task 2.1 – Comprehensive Safety Action Plan	\$24,000.00	\$6,000.00	\$30,000.00
Task 2.2 – Prepare transportation infrastructure grant applications	\$5,200.00	\$1,300.00	\$6,500.00
Task 2.3 – Support Local and State requests for assistance as needed	\$8,000.00	\$2,000.00	\$10,000.00
Task 2.4 – Regional Transit Partnership, Travel Demand Management, and Bicycle/Pedestrian Activities	\$8,000.00	\$2,000.00	\$10,000.00
Total Budgeted Expenditure for Program Activities	\$45,200.00	\$11,300.00	\$56,500.00
Total Budgeted Expenditure for Program Administration and Program Activities	\$58,000.00	\$14,500.00	\$72,500.00

Blue Ridge Cigarette Tax Board

March 2023



1

Regional Cigarette Tax Board

Authority

- ❑ 2020 General Assembly: Legislation adopted to authorize local cigarette taxes in counties.
- ❑ 2021 General Assembly: Encourages cigarette stamping and tax collection through regional cigarette tax boards of at least six localities.
- ❑ Regional Boards guided by agreements that establish Board membership and powers, administrator duties, collection and disbursement of revenues, etc.

2

Regional Cigarette Tax Board

Work to Establish a Regional Board

- ❑ Workgroup developed financial scenarios on projected sales/revenues, and administrative expenses/costs in requesting start-up funds.
- ❑ Following approval of agreements, Blue Ridge Cigarette Tax Board established October 2021. Members are: Albemarle, Augusta, Fluvanna, Greene, Madison, and Orange counties; Charlottesville; Town of Madison

3

Regional Cigarette Tax Board

How It Works

- ❑ New local taxes levied effective Jan. 2022
- ❑ Work with about 25 distributors who submit monthly reports on sales and remit revenue, designated by jurisdiction, minus 2% discount
- ❑ TJPDC tracks/reconciles stamp purchases/pack sales/revenues collected on a monthly basis
- ❑ TJPDC distributes revenue to BRCTB members, net actual administrative costs and any adjustments on a monthly basis

4

Regional Cigarette Tax Board

Cigarette Sales and Tax Revenue Generated

- January 2023 revenue: ~\$222,000
- July – December 2022: ~\$1.45 million
- Total packs sold (June – Dec): ~4.8 million
- Admin costs (June – Dec): ~\$50,000
- Of note: 1) packs sold leveling off; 2) revenues tracking slightly above initial (Sept 21) projections; 3) expenses tracking below initial projections

5

Regional Cigarette Tax Board

What's New with the Board?

- Lowered distributor/registered agent application fee
- Adopted policies on financial obligations of any new members and adjusting packs/sold ratio monthly to determine administrative costs
- Agreed to investment strategy for reserve funds and account accruals
- Working with TAX on data MOU

6

Regional Cigarette Tax Board

Compliance
Efforts are
Underway

- Goal is to use education and communication to work with retailers to ensure compliance before enforcement action takes place
- Compliance agent has visited over 110 retailers since September 2022
- Most retailers are in compliance or are working toward compliance
- Working through procedures to assist retailers who still have unstamped stock after the 90-day sell through period before enforcement actions take place

7

Regional Cigarette Tax Board

Blue Ridge Cigarette Tax Board

<http://brctb.org>

David Blount

dblount@tipdc.org



BRCTB

8

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, February 2, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director	x	
Michael Payne	x		David Blount, Deputy Director/Legislative Director		x
Liz Russell	x		Ruth Emerick, Chief Operating Officer/Housing Director	x	
Albemarle County			Sandy Shackelford, Planning/Transportation Director	x	
Ned Gallaway, Chair	x		Lori Allshouse, VATI Program Director	x	
Jim Andrews		x	Ian Baxter, Regional Housing Planner		x
Fluvanna County			Sara Pennington, TDM/Rideshare Program Manager	x	
Tony O'Brien, Vice Chair			Curtis Scarpignato, Regional Transportation Planner	x	
Keith Smith, Treasurer	x		Laurie Jean Talun, Regional Housing Grants Manager	x	
Greene County			Gorjan Gjorgjievski, VATI Project Administrator	x	
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones	x		GUESTS/PUBLIC PRESENT		
Tommy Barlow			Shirese Franklin		x
Nelson County			Alex Ikefuna		x
Jesse Rutherford			Anthony Warn		x
Ernie Reed	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:00 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioner per the Commission's remote participation policy: Jim Andrews participated from Albemarle, VA for a personal matter.

Motion/Action: On a motion by Ernie Reed, seconded by Dale Herring, the Commission unanimously allowed Jim Andrews to participate remotely at the February 2, 2023, meeting.

2. MATTERS FROM THE PUBLIC:

- a. **Comments by the Public:** None.
- b. **Comments provided via email, online, web site, etc.:** None.
- c. **Public Hearing:** Chair Ned Galloway opened the public hearing for the Draft HOME-ARP Allocation Plan. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

3. PRESENTATIONS:

a. Staff Introductions

Executive Director Christine Jacobs introduced Curtis Scarpignato, Regional Transportation Planner.

b. Quarterly Virginia Telecommunication Initiative (VATI) Presentation/Update

Lori Allshouse, VATI Program Director, gave a presentation on the VATI project to date, including site visits, funds disbursement, and construction progress.

c. FY24 Rideshare Work Program and Grant Application and FY24 Commuter Assistance Program (CAP) Strategic Plan Technical Assistance Grant Application

Sara Pennington, TDM / Rideshare Program Manager, presented an overview of the annual Commuter Assistance Program (CAP) grant from the Department of Rail and Public Transportation (DRPT) for the TJPDC's Rideshare program, which aims to reduce traffic and increase mobility. 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.

4. CONSENT AGENDA: Action Items

- a. **Contract with Camoin Associates, Inc.**

Christine Jacobs provided an overview of the contract with Camoin Associates for a Comprehensive Economic Development Strategy (CEDS) Plan that was entered into as authorized at the January 10, 2023 TJPDC Executive/Finance Committee meeting.

b. Minutes of December 1, 2022 Meeting

Christine Jacobs reviewed the December 1, 2022 meeting minutes.

c. Monthly Financial Reports

Christine Jacobs reviewed the monthly financial reports, including the unrestricted cash on hand and monthly net revenue.

Motion/Action: On a motion by Dale Herring, seconded by Andrea Wilkinson, the Commission unanimously approved the consent agenda as presented.

5. NEW BUSINESS:

a. RAISE Grant Application Presentation

Sandy Shackelford, Director of Planning and Transportation, presented an overview of the Rivanna River Bicycle and Pedestrian Bridge grant application for preliminary engineering work.

b. Draft FY23 Amended Operating Budget

Christine Jacobs presented a draft amended operating budget for FY23. A final draft will be presented at the March 2023 Commission meeting for consideration.

6. RESOLUTIONS:

a. FY24 Rideshare Application Resolution

Motion/Action: On a motion by Dale Herring, seconded by Keith Smith, the Commission unanimously approved the FY24 Rideshare Application resolution.

b. FY24 CAP Strategic Plan Application Resolution

Motion/Action: On a motion by Keith Smith, seconded by Dale Herring, the Commission unanimously approved the FY24 CAP Strategic Plan Application resolution.

c. RAISE Grant Application Resolution

Motion/Action: On a motion by Liz Russell, seconded by Ernie Reed, the Commission unanimously approved the RAISE Grant Application resolution.

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs shared that the TJPDC is now fully staffed.

Project milestones for VATI were shared, including the completion of over 300 miles of field data collection, over 1,400 miles of fiber design, over 260 miles of make ready work, over 59 miles of aerial fiber placement, and over 73 miles of underground fiber placement. Grant award announcements for VATI FY23 from DHCD are delayed.

The Cigarette Tax Compliance Agent has been out in the field, working to educate and inform retail establishments about the local cigarette tax and ordinance. The Blue Ridge Cigarette Tax Board has elected to charge a reduced annual application fee for distributors in the amount of \$50 and is considering investing reserve funds in the Virginia Investment Pool (VIP).

The TJPDC has been selected to host a VISTA member for the 2023-2024 AmeriCorps VISTA Cohort through the Virginia Housing Alliance. The VISTA member position is full-time and will support the strategic plan activities of the Regional Housing Partnership.

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.

Staff is pleased 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.

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.

Staff is awaiting notification from the US Department of Transportation on the Safe Streets and Roads for All (SS4A) grant to develop a comprehensive safety action plan for each jurisdiction in Planning District 10.

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. Staff are working with localities to schedule formal adoption at each governing board, with the first expected in February.

Staff is beginning the USDA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) which will take place over the course of 2023. The Rivanna River Basin Commission (RRBC) Stakeholder Advisory group will be hosting the STEW-Map kickoff meeting for stakeholders in February.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction: Each Commissioner was invited to share updates from their jurisdiction.

b. Items for Next Meeting – March 2, 2023

- i. FY23 Amended Budget – For consideration/approval
- ii. FY24 Rural Transportation Work Program & Budget – Presentation/Draft
- iii. DHCD/CDBG Regional Priorities – For consideration/approval
- iv. Blue Ridge Cigarette Tax Board (BRCTB) Update
- v. Executive Director Evaluation Process Begins

ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Rachel Jones, the Commission unanimously voted to adjourn the February 2, 2023, Commission meeting at 8:38 pm.

Commission materials and meeting recording may be found at www.tjpd.org

			5/5/2022	3/2/2023
	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita	\$0.62 per capita
Revenue	<u>FY21 Actual</u>	<u>FY22 Actual</u>	<u>FY23 Operating</u>	<u>FY23 Amended</u>
Federal	\$3,311,545	\$1,319,557	\$25,906,174	\$36,710,296
State	\$256,898	\$862,720	\$1,100,715	\$1,286,067
Local	\$442,110	\$1,908,082	\$13,914,065	\$3,130,463
Local per capita	\$157,820	\$158,876	\$160,847	\$160,848
Interest Income	\$1,382	\$2,769	\$500	\$30,000
Rent Income	\$13,450	\$25,200	\$13,500	\$22,000
Grant & Reserves Transfer	\$0	\$0	\$57,270	\$0
Total Revenue	\$4,183,206	\$4,277,204	\$41,153,072	\$41,339,674
Operating Expenses				
Personnel Costs				
Salaries	\$793,008	\$775,648	\$1,073,840	\$985,772
Fringe and Release	\$170,318	\$159,330	\$229,094	\$201,368
Total Personnel	\$963,326	\$934,978	\$1,302,934	\$1,187,139
Other Costs				
Postage	\$1,835	\$1,942	\$2,344	\$2,246
Subscriptions	\$947	\$156	\$1,850	\$500
Supplies	\$5,470	\$14,082	\$8,668	\$16,700
Audit-Legal	\$15,936	\$22,900	\$37,000	\$27,700
Advertising	\$4,574	\$22,580	\$24,414	\$22,987
Meeting Expenses	\$1,119	\$1,972	\$9,093	\$5,624
TJPCD Contractual	\$58,537	\$80,958	\$75,970	\$206,119
Dues	\$9,132	\$8,623	\$12,016	\$13,290
Insurance	\$5,774	\$6,563	\$6,300	\$7,000
Printing/Copy	\$4,459	\$4,538	\$6,261	\$6,193
Rent	\$97,269	\$98,058	\$101,142	\$101,142
Equip/Data Use	\$36,280	\$32,557	\$21,113	\$52,720
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$7,659	\$6,388	\$8,967	\$8,225
Travel-Vehicle	\$6,711	\$9,705	\$70,709	\$27,653
Janitorial	\$2,310	\$2,050	\$6,001	\$3,501
Professional Development	\$5,421	\$16,407	\$34,996	\$26,655
Total Other Costs	\$263,433	\$329,479	\$426,843	\$528,254
TOTAL OPERATING EXPENSES	\$1,226,759	\$1,264,457	\$1,729,776	\$1,715,393
Net Ordinary Income - Pass Through \$	\$2,956,447	\$3,012,747	\$39,423,296	\$39,624,281
Other				
HOME Pass Thru	\$582,891	\$736,642	\$937,322	\$763,113
HPG Pass Thru	\$105,287	\$115,898	\$149,870	\$168,914
All Grants/Contracts Pass Thrus	\$2,141,976	\$2,110,440	\$38,336,104	\$38,680,230
Total Other Expenses	\$2,830,154	\$2,962,980	\$39,423,296	\$39,612,257
Net Other Income	-\$2,830,154	-\$2,962,980	-\$39,423,296	-\$39,612,257
Net Income	\$126,293	\$49,767	\$0	\$12,024

FY22 Budget Revenues

Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY AND STATE REVENUE						
State Contribution - DHCD		\$89,971				
WSC & Offices						\$22,000
Interest Income					\$30,000	
Legislative Liaison			\$103,773			
Charlottesville				\$30,658		
Albemarle				\$68,538		
Fluvanna				\$16,865		
Greene				\$12,600		
Louisa				\$22,947		
Nelson				\$9,240		
Unknown Source/Reserve Transfer			\$0			
TRANSPORTATION						
Charlottesville-Albemarle MPO						
FTA Funding	\$122,420	\$15,302				
PL Funding	\$124,670	\$15,584				
Regional Transit Partnership (RTP)			\$50,000			
Regional Transit Vision Plan		\$322	\$322			
Transit Governance Study	\$8,211		\$4,028			
Rideshare						
Rideshare/TDM - DPRT		\$132,958	\$33,240			
TJPD Rural Transportation						
Rural Admin	\$12,800					
Rural Transportation Planning	\$45,200					
HOUSING AND NONPROFIT						
HOME-ARP	\$85,000					
HOME Consortium Admin	\$70,000					
Housing Preservation	\$32,850					
Regional Housing Partnership			\$100,250			
VERP - DHCD		\$12,647				
VA Housing - PDC		\$28,000				
ENVIRONMENT						
Solid Waste			\$5,500			
Haz Mit Grant	\$7,500	\$2,000				
WIP DEQ	\$64,582					
RRBC			\$10,500			
OTHER PROGRAMS						
VAPDC			\$50,300			
Standardsville STAR TAP			\$5,250			
CEDS	\$5,334		\$1,333			
Reional Cigarette Tax			\$151,707			
VATI DHCD	\$222,600					
PASS THRU REVENUE						
Rural Transportation Planning	\$0		\$0			
Regional Transit Partnership (RTP)			\$0			
Regional Transit Vision Plan		\$36,354	\$36,354			
Transit Governance Study	\$32,564		\$15,972			
MPO - PL	\$8,000	\$1,000				
MPO - FTA	\$0	\$0				
Rideshare/TDM - DRPT		\$6,400	\$1,600			
Solid Waste			\$5,000			
CEDS	\$21,334		\$5,333			
HOME-ARP Pass Through	\$65,085					
Consortium HOME Pass Through	\$630,000					
Housing Preservation Pass Through	\$152,150					
VERP - DHCD Pass Through		\$345,528				
VA Housing - PDC Pass Through		\$600,000				
Regional Cigarette Tax Pass Through			\$2,550,000			
VATI - DHCD	\$34,999,996					
Total Revenues by Category	\$36,710,296	\$1,286,067	\$3,130,463	\$160,848	\$30,000	\$22,000
Sum Total of Revenues						\$41,339,673

FY23

	7/1/2020		0.62	Local	Local	Local	0.4				0.62	Required Local Match				75%	25%	
	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	MPO	Hazard Mit	Balance	Regional	Local	Difference from FY22 Total Contribution
Charlottesville	\$ 49,447	19.06%	\$ 30,657	\$ 7,331	\$ 2,540	\$ 1,337	\$ 19,779	\$ 25,000	\$ 9,550	\$ 96,194	\$ 30,657	\$ -	\$ (11,759)	\$ -	\$ 18,898	\$ 14,174	\$ 4,725	\$ 9,821
Albemarle	\$ 110,545	42.61%	\$ 68,538	\$ 15,876	\$ 5,560	\$ 6,210	\$ 44,218	\$ 25,000	\$ 21,310	\$ 186,712	\$ 68,538	\$ (2,620)	\$ (20,492)	\$ -	\$ 45,425	\$ 34,069	\$ 11,356	\$ 22,149
Fluvanna	\$ 27,202	10.49%	\$ 16,865	\$ 3,999	\$ 1,370	\$ 1,897	\$ 10,881	\$ -	\$ 5,250	\$ 40,262	\$ 16,865	\$ (3,261)	\$ -	\$ -	\$ 13,604	\$ 10,203	\$ 3,401	\$ 5,417
Greene	\$ 20,323	7.83%	\$ 12,600	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,129	\$ -	\$ 3,905	\$ 29,717	\$ 12,600	\$ (2,472)	\$ -	\$ -	\$ 10,128	\$ 7,596	\$ 2,532	\$ 4,136
Louisa	\$ 37,011	14.27%	\$ 22,947	\$ 5,274	\$ -	\$ -	\$ 14,804	\$ -	\$ 7,110	\$ 50,135	\$ 22,947	\$ (4,278)	\$ -	\$ -	\$ 18,669	\$ 14,002	\$ 4,667	\$ 7,509
Nelson	\$ 14,904	5.74%	\$ 9,240	\$ 2,335	\$ -	\$ -	\$ 5,962	\$ -	\$ 2,875	\$ 20,412	\$ 9,240	\$ (1,869)	\$ -	\$ -	\$ 7,371	\$ 5,529	\$ 1,843	\$ 2,987
TOTALS	\$ 259,432	100.00%	\$ 160,848	\$ 37,812	\$ 10,500	\$ 10,500	\$ 103,773	\$ 50,000	\$ 50,000	\$ 423,433	\$ 160,848	\$ (14,500)	\$ (32,251)	\$ -	\$ 114,097	\$ 85,573	\$ 28,524	\$ 52,020
												\$14,500	\$32,251					

296-LOCALITY FUNDING FY23 Projected

Published January, 2021

MEMORANDUM

To: TJPD 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 TJPD 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**
-