

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: April 6, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 2, 2023.

Administration

- April 6, 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. Regional Transit Governance Study – Sandy Shackelford and Stephanie AmoaningYankson from AECOM – The consultants contracted to complete the Regional Transit Governance Study will present an update to the commission. The Transit Governance Study will examine existing governance structures in the region around transit provision and identify potential governance structures to increase funding and coordination. The study will evaluate the existing Charlottesville/Albemarle Regional Transit Authority legislation as well as identify potential new revenues sources to support transit and/or transportation in the region. The governance study was funded, in part, by the VA Department of Rail and Public Transportation and through local contributions from the City of Charlottesville and Albemarle County for the required local match. The study will be completed by December 2023.
- b. FY24 CA-MPO Unified Planning Work Program (UPWP) Update – Sandy Shackelford – *A copy of staff's presentation and a draft of the FY24 UPWP are included in the meeting packet.*

- 4. *Consent Agenda**

- a. Minutes of the March 2, 2023, Commission Meeting
- b. January Financial Reports – Copies of all financial reports are included in the meeting packet.
 - January Dashboard Report
 - January Consolidated Profit & Loss Statement

- January Comparative Balance Sheet
- January Accrued Revenue Report

Note: Due to the financial staff transition, January financials were not prepared in time for the March meeting and are now available. Hantzmon Wiebel, LLC has been conducting a ‘deep dive’ analysis to review and reconcile the agency’s general ledger and financial reporting (to include staff leave accruals, accounts receivable, prepaid expenses, etc.). To date, deferred revenue has not been reconciled and as such, there may be amendments in May to account for necessary edits/changes presented tonight.

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

5. New Business

- Appointment of Nominating Committee for FY24 TJPDC Officers – The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:
 - Ned Gallaway, Chair
 - Tony O’Brien, Vice Chair
 - Keith Smith, Treasurer
 - Christine Jacobs, Secretary
- FY24 Draft Annual Operating Budget – The TJPDC bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2024. The draft FY24 Operating Budget is a balanced budget with projected revenues of \$46,443,681 and projected expenditures of \$46,443,681. There is an anticipated budget shortfall of \$51,766 which requires a reserve transfer. *A detailed budget memo as well as a copy of staff’s budget presentation are included in the meeting packet.*
- *The TJPDC Commission appoints nine of the 21 members to the Central Virginia Regional Housing Partnership. The TJPDC Appointed Health Industry Representative position is currently vacant. Staff recommends that the commission appoint Shannon Meade from the Blue Ridge Health Department to fill the position. *A copy of the CVRHP’s membership is included in the meeting packet.*

***Staff recommends a motion to appoint Shannon Meade of the Blue Ridge Health Department to the Health Industry Representative seat of the Central Virginia Regional Housing Partnership.**

6. Resolutions

- FY24 Rural Transportation Work Program/Budget Resolution – Christine Jacobs – Staff presented the draft FY24 Rural Transportation Work Program and budget to the commission in the March meeting. Staff now request action from the commission to approve the budget and work program without any amendments/changes.

***Staff recommends a motion to approve the Resolution for the FY24 Rural Transportation Work Program and funding.**

7. Executive Director's Monthly Report

a. Virginia Telecommunications Initiative (VATI) –

- i. VATI 2022: 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 March 2023 are as follows:

- 338 miles of field data collection
- 1,617 miles of fiber design
- 393 miles of make ready construction
- 111 miles of aerial fiber placement
- 99 miles of underground fiber placement
- 78 miles of spicing
- 865 passings

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On March 24, 2023, TJPDC staff observed underground conduit construction being conducted in Greene County.

Firefly's website includes timelines, project progress in each county, maps, and communications for specific project areas. This information is updated on a regular basis.

The third quarterly stakeholders' meeting was held on March 2. Thirty-Six Participants received project updates from TJPDC, Firefly, and on work being conducted by Dominion Electric, Rappahannock Electric Cooperative and Appalachian Power.

- ii. 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. We await DHCD's VATI 2023 grant award announcements.

b. Housing –

- Coming Back Home: CVRHP's 2nd Annual Housing Summit – The event was very successful with over 215 registrants/participants. Staff have received very positive feedback on both the organization and content of the event. Thank you to commissioners who attended the night-before networking event and summit.

- Regional Housing Partnership – Staff submitted a VA Housing Tier II grant for implementation of the newly adopted strategic plan. Staff are also working with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the strategic plan implementation.
- HOME Consolidated Plan – The draft 5-year Consolidated plan is open for public comment. The public hearing is scheduled for May 4, 2023, during the next commission meeting.

c. Transportation –

- USDOT Safe Streets and Roads for All: Staff is meeting with FHWA representatives to review contracts and prepare to receive award funding. TJPDC staff is scheduling meetings with each locality to review scope of work and determine if any adjustments will be made. The goal is to have consultant procurement underway prior to the release of funds.
- CA-PO: The MPO is continuing to work on the Long-Range Transportation Plan. Draft goals/objectives have been vetted through stakeholder groups, and public engagement is scheduled to begin in June. The draft Transportation Improvement Program, indicating planned federal funding for transportation improvements in the MPO area, is available for public comment and will be considered for approval at the Policy Board meeting in May. The MPO has also started discussing project priorities for Round 6 of SMART SCALE.
- Rural Transportation: Staff is working on identifying and supporting the development of bike/ped projects in the rural areas.
- Transit: The second steering committee for the Transit Governance Study met on March 23rd. The consultants have completed the second phase, which included benchmarking other regional transit operations that had similar characteristics to Region 10. The next phase will include meeting with each of the localities and determining potential options for revenue generation.

d. Environment –

- Watershed Improvement Plan- Two applications were submitted to DEQ to the Chesapeake Bay Program Assistance Agreement Grant to support tree plantings at Southwood Mobile Home Park and Azalea and Pen Parks in Charlottesville and Albemarle. The TJPDC STEW-Map survey is being developed and will be released to local environmental stewards mid-April. The UDSA Forest Service Stewardship Assessment and Mapping Project (STEW-Map) and survey will help us to develop an interactive publicly accessible map and database of organizational characteristics, geographic turf, and networks of the environmental stewards actively supporting the environment within the region.
- Solid Waste Planning- Staff is working to compile the 2022 TJSWPU Solid Waste and Recycling Report for submittal to DEQ in April. Staff is presenting recommendations for Sustainable Materials Management Waste Reduction Goals to Albemarle Solid Waste Alternatives Advisory Committee in their April Meeting.
- Rivanna River Basin Commission - Staff has prepared the upcoming RRBC Board Meeting, which will be held April 14th at 11 at the Albemarle County Office Building on 5th Street.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, May 4, 2023. Items for the May meeting may include but are not limited to:
 - i. HOME 5-year Consolidated Plan and Annual Action Plan Presentation and Public Hearing
 - ii. Legislative Report
 - iii. FY24 Operating Budget Final Consideration and Resolution
 - iv. TJPDC Officer Slate Notice from Nominating Committee
 - v. TJPDC Commission Officer Nomination
 - vi. DHCD CDBG Regional Priorities – For Approval

9. Closed Session - *per Code of Virginia 2.2-3711 A.1.

- a. Employee – Individual Employee(s) Discussion
- b. *Public Session Resumes

10. *Adjourn

Designates Items to be Voted On
