

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 1, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 4, 2023.

Administration

- June 1, 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. Housing Preservation Grant (HPG) – Laure Jean Talun
The TJPDC is required to conduct an annual Intergovernmental Review (IGR) considering the regional applicability and benefit of a rural housing program by the US Department of Agriculture (USDA) administered by the TJPDC. Staff will apply for \$212,435 (with a 50% match committed by subrecipients). The budget includes 15% administrative fees for the TJPDC and 3% administrative fees for the subrecipient (*new this year*). Included in the meeting packet is a copy of staff's presentation, a copy of the IGR and a Resolution of Support to be considered later in the meeting.
- b. Comprehensive Economic Development Strategy (CEDS) – Ruth Emerick, Alex Tranmer and Darrell Booker, Camoin Associates – The TJPDC was awarded an \$80,000 grant (with \$20,000 local match) from the US Economic Development Administration to complete a Comprehensive Economic Development Strategy (CEDS) for Region 10. Camoin is also preparing a CEDS plan for Rappahannock-Rapidan Regional Commission (Planning District 9) and will develop super-regional strategies covering both Region 9 and 10. Camoin Associates were procured to complete the plan and will conduct a work session with the Commission, to include a presentation and discussion. Included in the meeting packet is a copy of Camoin's presentation slides.

4. *Consent Agenda

- a. *Minutes of the May 4, 2023, Commission Meeting
- b. *May 4, 2023, Closed Session Certification Form
- c. *March and April Financial Reports – Copies of all financial reports are included in the meeting packet.
 - April Dashboard Report
 - March and April Consolidated Profit & Loss Statement
 - March and April Comparative Balance Sheet
 - April Accrued Revenue Report

Note: Due to the financial staff transition, Hantzmon Wiebel, LLC and the new Finance Director have 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, accounts payable, and accounts receivable have not been fully reconciled and as such, there may be amendments in June to account for any necessary edits/changes presented tonight.

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

5. New Business

- a. None

6. Resolutions

- a. Inter-Governmental Review and Resolution of Support for the Housing Preservation Grant – Christine Jacobs

***Staff recommends a motion to adopt the resolution of Intergovernmental Review and Project Support for the USDA Housing Preservation Grant.**

- b. Resolution to Elect Officers for Fiscal Year 2024 – Ned Gallaway

***Staff recommends a resolution to elect the following TJPDC officers for Fiscal Year 2024: Ned Gallaway, Chair (Albemarle County), Tony O’Brien, Vice-Chair (Fluvanna County), Keith Smith, Treasurer (Fluvanna County), and Christine Jacobs, Treasurer (Staff).**

7. Executive Director’s Monthly Report

- a. Virginia Telecommunications Initiative (VATI) –
 - Virginia Telecommunications Initiative (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 May 2023 are as follows:

- 387 miles of field data collection.
- 1,617 miles of fiber design.
- 512 miles of make ready construction.
- 1 communication hut set.
- 175 miles of aerial fiber placement.
- 168 miles of underground fiber placement.
- 157 miles of splicing.
- 990 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On May 18, 2023, TJPDC staff conducted a site visit at the CVEC headquarters, during which they had the opportunity to attend a presentation and tour Firefly's supply yard. The presentation focused on various aspects of the project, including design, and mapping processes, as well as the tasks that need to be accomplished before fiber construction begins.

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.

- VATI 2023: DHCD received 35 applications seeking more than \$300 million for only \$59.5 million in available VATI 2023 funding. While our application was strong, TJPDC was informed on May 11 that our proposal will not be funded this round. The VATI 2024 program guidelines, which will be supplemented by Federal Broadband Equity, Access, and Deployment (BEAD) program funds, are anticipated to be rolled out by DHCD within the next couple of months.

b. Housing –

- Regional Housing Partnership (RHP) – Staff continues to work with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the RHP's strategic plan implementation. The RHP will hold a special session in July. The partnership, along with invited guests will engage in a moderated discussion on Albemarle County's affordable housing developer incentives package.
- Housing Preservation Grant (HPG) – Following Commission review, staff will submit an application to USDA for annual HPG funding to continue housing rehabilitation through subrecipients in our rural communities.
- HOME-ARP – Staff continue to contract with subrecipients for HOME-ARP funding. Most recently, an agreement was executed with the Blue Ridge Area Coalition for the Homeless to provide McKinney Vento services to people who are at risk of homelessness. Other sub-recipients include the Fluvanna Louisa Housing Foundation, the Nelson County Community Development Foundation, and Social Services in Greene County. The City of Charlottesville will release a Notice of Funding Opportunity in the coming weeks to identify a subrecipient.

c. Transportation –

- Transit: Mobility Management – Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of \$119,370 (we applied for \$129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget. Staff released a Request for Proposals and are meeting with prospective partners in the next few weeks. Staff are also beginning to meet with agencies who are interested in receiving mobility management services (such as through a supported volunteer driver program).
- Transit: Regional Transit Governance Study – The Governance study is in phase III of V. The consultant team is currently working on identifying potential revenue sources to support transit in the area. Staff are scheduling meetings in each jurisdiction to discuss transit needs and local goals and questions about the project.
- Transit: RTP staff is participating in the Charlottesville Area Alliance’s AARP project which is still in the scoping phase. Staff is also working with the Blue Ridge Heath District on the CHIP plan to improve transportation for health, improve bus stops, and investigate the formation of a transit advisory committee. The April RTP meeting included an annual update by CAT. The May meeting included presentations from local transit providers on their alternative fuels studies as well as presentations by VDOT and DRPT on their Alternative Fuels/EV Infrastructure plans and upcoming grant opportunities. Finally, staff continues to present to interested groups on the Regional Transit Vision Plan.
- USDOT Safe Streets and Roads for All (SS4A): Staff completed meetings with all six jurisdictions and finalized the scope of work for the consultant Request for Proposals to support the work. The RFP was released May 26th. Proposals will be due back on June 30th and selections are expected to be made by early August.
- CAM-PO: Staff will begin public engagement on the Long-Range Transportation Plan in mid-June. Staff are working to identify public intercept opportunities and get the word out about both a virtual and in-person open house opportunity. The MPO Policy Board approved the FY24 Unified Planning Work Program at their last meeting.
- Rural Transportation: Staff completed the bike/ped prioritization framework for rural communities to identify priority bike/ped infrastructure. Those resources have been provided to the rural areas. Staff is also working with Nelson County to support two Transportation Alternatives Program (TAP) grant applications – one for an additional phase of funding for the historic Gladstone Depot relocation and restoration project, and then one to re-submit an application for sidewalk improvements along Front Street in Lovingson.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. **The next Commission meeting is a special session on Thursday, June 22, 2023.** Items for the June meeting may include but are not limited to:

i. 2023-2026 TJPDC Strategic Plan Work Session

9. *Adjourn

Designates Items to be Voted On
