

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: September 7, 2023
Re: Executive Director's Report

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

Administration

- September 7, 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)
- c. **Presentation:** Program Year 2022 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER) – T The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 15, 2023, through August 30, 2023. After the comment period, the CAPER will be considered by the City Council before submitting to HUD for approval.

Laurie Jean Talun will present the FFY22 program performance. A copy of the draft CAPER and her presentation are included in the meeting packet.

- d. **Public Hearing:** Program Year 2022 HOME-CDBG CAPER – *Chair Gallaway*

3. Presentations

- a. **Administration** – *Christine Jacobs* - Ian Baxter, Regional Housing Planner, has announced that he will be leaving the TJPDC, effective August 31, 2023. We would like to thank Ian for his service to our member governments through his housing and environmental work at the PDC.

Additionally, we would like to welcome Davy Sell. Davy will be serving as an AmeriCorps VISTA member with us full time at TJPDC to support the work of the Regional Housing Partnership with implementation of their strategic plan.

- b. **Blue Ridge Cigarette Tax Board (BRCTB) Update** – *David Blount* - 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.
- c. **Virginia Telecommunication Initiative (VATI) Presentation/Update** – *Gorjan Gjorgjievski* – Staff will update the commission on the administration of the VATI program. A written update is provided in section seven below. A copy of staff's presentation is included in the meeting packet.

4. *Consent Agenda

- a. ***Minutes of the June 1, 2023, Commission Meeting**
- b. ***Minutes of the June 22, 2023, Commission Meeting**
- c. ***Executive Director Annual Contract – September 2023-2024**

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

5. New Business

- a. **May, June, and July Financial Reports** – *Christine Jacobs* – The TJPDC ended fiscal year 2023 with a net gain of \$129,600. There was a net gain in May of \$17,601 and an expected net loss in June of (\$24,309) due to staff taking leave, end-of-year bonuses, and the expected financial clean-up of previous financial records. July was a strong month with a net gain of \$30,661. Copies of May, June, and July's profit and loss statements are included in the meeting materials along with copies of May, June and July's comparative balance sheets. A copy of the July financial dashboard is included as well as the FY23 year-end accrued revenue report and July's accrued revenue report.
- b. **Bike Route 76** – *Christine Jacobs* – In 2015, the TJPDC completed a study of US Bike Route 76 that assessed the conditions of the bike route through the region. In August of 2021, the Commission approved a resolution of support for re-routing the section of US Bike Route through Palmyra. Due to staff transitions at VDOT, the request for the routing change did not move forward. With the VDOT position filled, the project is moving forward with additional proposed safety enhancements. A detailed description of the proposed route change is included in a staff memo in the meeting packet as well as a draft resolution and map. In the resolutions section of the meeting, staff will request that the commission approve the resolution of support for the request to re-route US Bike Route 76 in conformance with the attached map.
- c. **Southeast Crescent Regional Commission (SCRC) Participation** – *Christine Jacobs* – The SCRC was established as a federal-state partnership in the 2008 Farm Bill (page 547, P.L. 110-234). In December of 2021, the SCRC was authorized to begin operating with the confirmation of a Federal Co-Chair, Dr. Jennifer Clyburn Reed. The federal-state partnership's mission is to build sustainable communities and promote economic growth across its seven-state region which spans parts of Alabama, Georgia, Mississippi, North Carolina, South Carolina, Virginia, and all of Florida.

The SCRC receives \$2M in annual appropriations from Congress to invest in economic and infrastructure development projects that reduce the effects of poverty, unemployment, and outmigration. As one of 62 Local Development Districts (LDDs) within the SCRC, the TJPDC is invited to participate in the inaugural non-competitive grant program to assist with regional administration and planning.

The TJPDC will work with a program manager through the Department of Housing and Community Development to serve as a lead organization to carry out outreach activities for local governments, businesses and community development groups, and participate in SCRC programs, events, and policy initiatives. The PDC's primary goal will be to assist in identifying, assessing, and facilitating projects and programs to promote economic development of the SCRC region as well as to provide technical assistance, application support and review, and other services to SCRC and entities position to apply for SCRC grant funding.

If the TJPDC elects to participate, we will receive approximately \$23,000 in FFY23 to build our capacity to support the SCRC's initiatives. Included in the packet is a copy of

the invitation letter, an overview of SCRC, and a list of distressed, transitioning, and attainment counties and county equivalents.

- d. **Virginia Telecommunication Initiative (VATI) 2024 Unsolicited Proposal** – *David Blount*
– Staff will discuss the receipt of an unsolicited proposal from an Internet Service Provider to expand broadband into areas not covered by our current 2022 VATI project. In the resolutions section of the agenda, the Commission will be asked to accept the unsolicited proposal for publication and consideration for applying for Fiscal Year 2024 VATI funds.
- e. **Draft FY25 Projected Operating Budget** – *Christine Jacobs* – Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2025 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. It assumes a \$0.66 per capita rate as approved by the commission in their September 1, 2022, meeting and assumes an average 5% increase in salaries for staff. As it stands, the projected budget has \$52,953,771 in revenues and expenses and does not require a reserve transfer. However, the projected budget will likely have significant changes as additional grants and programs are identified. Staff asks for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting. A revised budget will then come before the Commission in April/May for final adoption. Included in the meeting materials is the draft projected operating budget, draft revenues by source, and draft local per capita and local contribution request.

6. Resolutions

- a. *Resolution Adopting the 2022 HOME-CDBG CAPER (Consolidated Annual Performance Evaluation Report) – *Christine Jacobs*

***Staff recommends a motion to approve the resolution to adopt the 2022 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER).**
- b. *Resolution of Support to Re-Route US BIKE Route 76 from US-15 to Historic Palmyra – *Christine Jacobs*

***Staff recommends a motion to approve the resolution of support to re-route US Bike Route 76 from US-15 to historic Palmyra.**
- c. *Resolution of Authorization to apply for and administer the Southeast Crescent Regional Commission Local Development District Capacity Building Grant – *Christine Jacobs*

***Staff recommends a resolution to authorize staff to apply for and administer the Southeast Crescent Regional Commission's Local Development District Capacity Building Grant.**

- d. *Resolution Accepting an Unsolicited Proposal for Extending Broadband Access in Several Counties - Christine Jacobs

***Staff recommends a motion to adopt the resolution accepting an unsolicited proposal for extending broadband access in several counties.**

7. Executive Director's Monthly Report

a. Administration

- If you are not already subscribed, the TJPDC puts out a monthly eNewsletter with introductions to our staff and updates on our programs and relevant items. Subscribe [here](#)! We have successfully rotated through highlighting all of our staff and would like to gauge interest/willingness for us to feature one commissioner each month. Feedback is welcome.

b. 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 August 2023 are as follows:

- 386.4 miles of field data collection.
- 1,610 miles of fiber design.
- 798 miles of make ready construction.
- one communication hut set.
- 306 miles of aerial fiber placement.
- 224 miles of underground fiber placement.
- 216 miles of splicing.
- 3,450 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area.

On June 23, 2023, TJPDC staff conducted a site visit to observe completed work in the Breemo Bluff area of Fluvanna County. TJPDC staff reviewed Firefly's maps of the area that included the identification of the properties actively connected to underground fiber. Staff drove through the area and observed underground

fiber pedestals along Tepee Town Road and a network interface device on the outside of a home that was visible from the roadway.

On July 5, 2023, TJPDC staff observed the placement of a fiber communication hut at the Stanardsville substation, which will house the communications needed to bring internet connectivity to Albemarle, Greene, and Madison counties. Staff observed the crew working safely and efficiently to carefully place the communication hut onto the concrete pad.

On August 20, 2023, TJPDC staff conducted a site visit on Route 29 in Nelson County, to observe the safety protocols and expansive logistics that are undertaken for an aerial fiber road crossing.

Quarterly Stakeholder meetings were held on June 15, 2023, and on August 31, 2023, to provide county stakeholders with updates from the project's utility partners.

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.

c. Housing –

- HOME and HOME-ARP – HOME funds were used to purchase property in the Fork Union area of Fluvanna County. At least four HOME and HOME-ARP funded units will be built to provide rental housing to elderly individuals who are at risk of homelessness. In the coming years, Fluvanna-Louisa Housing Foundation will construct up to 25 rental units, of which a portion will be HOME and HOME-RP funded, with a focus on providing rental housing to elderly individuals and those who are at risk of homelessness. Additionally, Skyline CAP purchased two units with HOME funding in order to provide additional affordable rental housing in Greene County.

d. Transportation –

- Safe Streets and Roads for All (SS4A): We have selected a consultant to support the development of the multi-jurisdictional Comprehensive Safety Action Plan. A selection committee that was comprised of members of all six jurisdictions participated in the review of the proposals and selection of the consultant team. We are currently working on final contract terms and hope to be under contract with them shortly. We will be kicking off the crash data analysis funded through the VDOT Highway Safety Improvement Program (HSIP) in September.

- Smart Scale: Staff has been closely following the discussions at the Commonwealth Transportation Board (CTB) regarding proposed changes to the SMART SCALE program and is available as a resource with any questions regarding the potential impacts if these changes are implemented.
- Charlottesville-Albemarle Metropolitan Planning Organization: The MPO largely completed the first phase of public engagement on the Long Range Transportation Plan in August. There are two more community advisory committee meetings that will receive presentations in September. We received more than 320 survey responses, and talked to an additional 200 individuals through our in-person public engagement efforts, largely focusing on demographic groups that were underrepresented in the survey responses. The public feedback will be used to weight the metrics used in the analysis of transportation system performance as well as provide additional data on the location of transportation system improvement needs.

The MPO Policy Board approved the FY24-27 Transportation Improvement Program (TIP) at their meeting on May 24th. A joint meeting between the Charlottesville-Albemarle MPO and the Staunton-Augusta-Waynesboro MPO Policy Boards is scheduled for September 27th at Fishburne Military School in Waynesboro.

- Rural Transportation: In July, the Rural Transportation Technical Advisory Committee received a presentation on best practices for public engagement by Will Cockrell, consultant with EPR. Staff is supporting Nelson County in preparing and submitting two Transportation Alternatives Program grant applications. Pre-applications were submitted at the end of June, with final applications due October 2, 2023.
- Transit: Mobility Management – Staff was awarded a grant from DRPT to start a regional mobility management program. Following a procurement process, staff signed a Memorandum of Understanding with the Jefferson Area Board for Aging (JABA) to provide call center services. We are currently working with JABA staff to: design a data collection and reporting system, hire and train one FTE, develop a program name, brand and logo, market the program, develop a website with information on all public transportation options in Region 10, and meet with stakeholders and build relationships to start coordination. Staff is currently pursuing additional funding to fully support the program. The funded work plan includes launching support services in January of 2024.
- Transit: Regional Transit Governance Study – The Regional Transit Governance Study is currently in Phase III which will analyze potential revenue sources to fund additional transit service as identified in the Regional Transit Vision Plan. We have met with staff/board representatives in each locality. Phase IV of the study will engage each jurisdiction to develop potential governance structures (and associated revenue scenarios). There are two upcoming steering

committee meetings to discuss the findings of phases III and IV, Friday, September 22 (virtual), 1:30pm – 3:00pm and Wednesday, October 1, (in person), 10:00am – 11:30am. The study is expected to be completed in December 2024. Staff are working with local jurisdictions to begin to outline next steps to support greater regional transit coordination.

e. Environment -

- Watershed Improvement Program - The Stewardship Mapping and Assessment Project Survey is one month from closing. This project is a regional effort to map organizational characteristics, geographic turf, and the networks of the environmental stewards within the region. The survey has been taken by almost 50 environmental stewardship groups in the region at this point. Staff is beginning the data cleaning and visualization phase and will have publicly accessible products to explore the data by December.
- Rivanna River Basin Commission - The RRBC's Eighth Annual Conference will be held September 28th from 9-12:30 at the Albemarle County Office Building in Lane Auditorium. Speakers will discuss their perspectives on PFAS, also known as "forever chemicals", and the studies, regulation, and mitigation actions happening at local, state and federal levels. RSWA and the Western VA water authority, EPA, VDH, and DEQ will lead the presentations. The conference is free and registration is open to the public. Here is the link if interested in attending: <https://www.eventbrite.com/e/2023-rivanna-river-basin-conference-tickets-686714119417?aff=oddtcreator>. Refreshments will be provided!

Background: EPA reports that exposure to PFAS can lead to adverse health effects. EPA established a health advisory in 2016, and another for additional PFAS in 2022. On March 14, 2023, EPA announced the National Primary Drinking Water Regulation including 6 PFAS limits maximum contaminant levels in drinking water. They anticipate finalizing the regulation by the end of 2023, which would give water systems three years to be in compliance with the MCLs (Maximum Contaminant Levels). We are already seeing shifts to Virginia legislation. To better understand sources of PFAS in Virginia, the General Assembly passed and Governor Youngkin signed HB2189, which establishes requirements for certain industrial users discharging to Publicly Owned Treatment Works to test for PFAS chemicals beginning on July 1, 2023. Given that more regulation may occur by the end of the year, that there are widespread negative health and environmental impacts, and that some PFAS have been discovered locally, it is a priority of the RRBC to assist the watershed in understanding regulations, funding sources and solutions to address PFAS. Information on how the local community and other water authorities in Virginia are working to adapt and limit PFAS in the environment will also be shared.

After the RRBC conference, the RRBC is partnering with RCA and TJSWCD to host a free community workshop on volunteer community science opportunities. The workshop will be held at the RCA office from 5:30- 7:00 pm on September 28th. RCA will provide an overview of the following volunteer opportunities: biological, bacteria, and salt monitoring, and TJSWCD will describe FrogWatch, a new program beginning in 2024 in partnership with RCA. For anyone interested in becoming a SaltWatch monitor for the upcoming winter season, RCA will also offer a brief training session and distribute monitoring kits immediately after the presentation. TJPDC will provide materials on BMPs and watershed healthy lawn care practices for attendees interested in taking action to support the watershed at home too, and support marketing.

- Solid Waste Planning – Staff will present to the Albemarle Solid Waste Alternatives Advisory Committee in their September meeting on the process of collecting the regional recycling rate.

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, October 5, 2023.** Items for the October meeting may include but are not limited to:
 - i. FY25 Projected Budget for Consideration/Approval
 - ii. FY24-28 Agency Strategic Plan for Consideration/Approval
 - iii. Annual DHCD Funding Agreement
 - iv. Watershed Improvement Program (WIP) Update
 - v. Public Private Education Act Public Hearing – VATI 2024 Unsolicited Proposal

9. *Adjourn

Designates Items to be Voted On
