

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: October 5, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since September 7, 2023.

Administration

- October 5, 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. **Public Hearing:** Proposal for providing universal broadband access.

Staff received an unsolicited proposal from Firefly Fiber Broadband to provide broadband access in our region. On September 7, 2023, the commission accepted the proposal for consideration. Staff then provided a public notice of accepting additional competing proposals. Included in the meeting materials is a copy of the public notice, the unsolicited proposal, a link to a copy of the adopted Private Public Education Act (PPEA Guidelines, and a draft resolution.

***Resolution:** Staff recommends a motion to approve Firefly Fiber Broadband's proposal for providing broadband access.

3. Presentations

- a. **TJPDC Regional Transit Governance Study Update** – Lucinda Shannon will update the commission on the most recently completed phase of the Transit Governance Study. The steering committee meets Wednesday, November 1, 2023. The consultants, AECOM, and TJPDC has a meeting scheduled with each member jurisdiction's representatives to give updates and receive feedback. The study is expected to be completed by the end of the calendar year. A copy of the staff's presentation as well as

a copy of an overview memo and the Phase III technical memo are included in the meeting materials.

4. *Consent Agenda

- a. *** Minutes of the September 7, 2023, Commission Meeting**
- b. *** August Financial Reports:** A copy of the following reports are included in the meeting materials.
 - i. August Dashboard Report
 - ii. August Consolidated Profit & Loss Statements
 - iii. August Comparative Balance Sheet
 - iv. August Accrued Revenue Reports

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

5. New Business

- a. **Department of Housing and Community Development (DHCD) Annual Funding Contract – David Blount** – The TJPDC receives annual funding from the state through the Department of Housing and Community Development. Staff will give a brief update. A copy of the annual contract and FY23 work plan are included in the meeting materials.
- b. **Virginia Association of Planning District Commission (VAPDC) Funding Request – David Blount** – A working group of the VAPDC has been working on a ‘pitch’ to request additional funding for the Commonwealth’s planning district commissions from officials in the Youngkin Administration. Included in the meeting materials is a copy of the staff’s presentation.

6. Old Business

- a. *** FY24-28 Agency Strategic Plan – Christine Jacobs** – Staff presented the Draft FY24-28 strategic plan in the September commission meeting. No additional feedback/comments were received on the draft. A final copy of the strategic plan is included in the meeting materials.

*** Resolution:** Staff recommends a motion to adopt the TJPDC FY24-28 strategic plan.

- b. **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 7% increase in salaries for staff.

Since the draft FY25 budget was presented to the commission there have been very minor changes, to include the addition of \$23,000 in federal funding from the Southeast Regional Crescent Commission as well as refined projects of HOME and

Housing Preservation Grant Funding by program year. Other minor changes in program expenditures are included.

The projected budget has \$52,919,509 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. No comments or questions have been received by staff since the September review of the draft. Staff is asking the commission to approve the Projected FY25 budget in tonight's meeting and then a revised budget will come before the Commission in April/May for final adoption. Included in the meeting materials are the projected operating budget totals, draft revenues by source, draft local per capita and local contribution request, and a copy of a draft resolution.

* **Resolution:** Staff recommends a motion to adopt the resolution approving the fiscal year 2025 Thomas Jefferson Planning District Commission projected budget

7. Executive Director's Monthly Report

a. Administration

- i. **September 20, 2023, Day of Caring** – TJPDC staff participated in the Untied Way's Day of Caring by volunteering to paint the blacktop recess area at Central Elementary School in Fluvanna County. Staff enjoyed the day team building and giving back to our regional community. We are working to schedule a follow-up visit to paint an additional blacktop space on the other side of the school.



- ii. **Southeast Crescent Regional Commission (SCRC)** - Staff were awarded \$23,000 in federal funding from the Southeast Crescent Regional Commission. Staff executed

a cooperative agreement with the SCRC which included a projected work plan of activities to complete in federal fiscal year 2023.

- iii. **FY23 Annual Financial Audit** – Auditors from Robinson, Farmer, Cox will be doing their on-site field work the week of October 2-6, 2023. A draft audit report will be presented to the Executive/Finance committee at 6:00 pm on November 2, 2023, just prior to the November commission meeting. An overview of the audit findings will be presented to the full commission in their 7:00 pm meeting.

b. Virginia Telecommunications Initiative (VATI) –

- i. 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 September 2023 are as follows:

- 386 miles of field data collection.
- 2,043 miles of fiber design.
- 874 miles of make ready construction.
- one communication hut set.
- 373 miles of aerial fiber placement.
- 227 miles of underground fiber placement.
- 283 miles of splicing.
- 3,788 passings.

On September 21, 2023, Firefly held a virtual Town Hall for residents in the Standardsville area. Over 100 people were in attendance.

On September 27, 2023, TJPDC staff conducted a site visit to observe make ready work underway along Wolftown-Hood Road in Madison County. Staff observed multiple linemen hard at work replacing utility poles and raising the heights of the power lines to accommodate the future installation of Firefly fiber.

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. Transportation –

- i. Safe Streets and Roads for All (SS4A): Staff participated in an internal kick-off with consultants from Kimley Horn and AvidCore. In their September meeting, the Rural Technical Advisory Commission had a presentation/discussion on

the crash data analysis funded through the VDOT Highway Safety Improvement Program (HSIP).

- ii. Smart Scale: Staff continue to closely follow 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.

d. **Environment -**

- i. Watershed Improvement Program - Staff will come before the commission in their December meeting for an update on the Watershed Improvement Program and the Stewardship Mapping and Assessment Project.
- ii. Rivanna River Basin Commission - The RRBC's Eighth Annual Conference was held September 28th from 9-12:30 at the Albemarle County Office Building in Lane Auditorium. Speakers discussed their perspectives on PFAS, also known as "forever chemicals", and the studies, regulation, and mitigation actions happening at local, state, and federal levels.

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, November 2, 2023.**
Items for the November meeting may include but are not limited to:
 - i. Annual Financial Audit Report and Acceptance
 - ii. Quarter One (July-September) Financial Report

9. *Adjourn

Designates Items to be Voted On
