

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: November 2, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since October 5, 2023.

Administration

- November 2, 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. ***TJPDC FY23 Financial Audit** – *David Foley, Robinson, Farmer, Cox Associates*
Staff will send out a copy of the draft Audit in a separate email upon receipt from the auditor.

***Recommended Motion:** The Executive/Finance Committee of the Commission recommends a motion to accept the FY23 Financial Audit as presented.

4. *Consent Agenda

- a. *** Minutes of the October 5, 2023, Commission Meeting**

5. New Business

- a. *** September and Quarter One Financial Reports** – *Laura Greene*
A copy of the following reports is included in the meeting materials.
 - i. September Dashboard Report
 - ii. September Consolidated Profit & Loss Statement
 - iii. September Comparative Balance Sheet
 - iv. September Accrued Revenue Reports
 - v. Quarter One Consolidated Profit & Loss Statement

***Recommended Motion:** Staff recommends a motion to approve the consent agenda.

- b. ***Virginia Department of Health – Direct to Partner Initiative (D2PI) for the Septic Well Assistance Program (SWAP) – *Isabella O'Brien*** – The Virginia Department of Health reached out to staff to ask if the TJPDC would be interested in partnering to ensure completion of several Septic and Well projects that were funded under the Septic Well Assistance Program. VDH has had difficulty getting local contractors to bid on approved projects and is asking various PDCs to help with local implementation through their Direct to Partner Initiative. Staff will present the opportunity to the Commission and ask for consensus on moving forward with the project.

***Recommended Action:** Staff recommends a motion to authorize the Executive Director to pursue the D2PI agreement through the Virginia Department of Health and take any actions necessary to execute an agreement and administer the program.

- c. **Town of Mineral Comprehensive Plan – *Curtis Scarpignato*** – The Town of Mineral reached out to the TJPDC for support with facilitating and preparing an update to their Comprehensive Plan. Staff prepared a scope of work, a draft budget, and a draft Memorandum of Agreement to present to the Mineral Planning Commission. Staff is now presenting to the commission seeking consensus to move forward with the project should their Council approve the budget and scope of work.

***Recommended Action:** Staff recommends a motion to authorize the Executive Director to enter into an agreement with the Town of Mineral and to take all actions necessary to negotiate, contract, and administer the project.

6. Old Business

- a. ***Resolution of Support for Additional State Funding for Planning District Commissions – *David Blount*** – VAPDC requested that additional state funding for PDCs be included in the FY25/26 budget that will be introduced to the General Assembly's money committees in December. Staff requests the Commission to consider support for the enhanced resources.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for Additional State Funding for Planning District Commissions.

7. Executive Director's Monthly Report

a. Administration

- i. **Southeast Crescent Regional Commission (SCRC)** – With SCRC administrative funding, two staff members attended the Virginia Institute of Economic Development's two-day training on the Fundamentals of Economic Development for local and regional entities.

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 October 2023 are as follows:

- 387 miles of field data collection.
- 2,047 miles of fiber design.
- 910 miles of make ready construction.
- Two communications huts set.
- 606 miles of aerial fiber placement.
- 246 miles of underground fiber placement.
- 381 miles of splicing.
- 4,584 passings.

On October 17, 2023, Firefly provided broadband updates for the County of Campbell, during their Broadband Authority meeting. On October 23, 2023, Firefly provided broadband updates for the County of Powhatan's Board of Supervisors meeting.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On October 21, 2023, TJPDC staff conducted a site visit to observe the connection of fiber broadband over a railroad track crossing in the Coveseville area of Albemarle 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.

c. Transportation –

- i. Safe Streets and Roads for All (SS4A): Staff is currently planning a regional safety summit to kick off the project with our member governments. The event will be held in late December or early January with more details to come.
- ii. Smart Scale: Staff continues 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. 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 will be held on Thursday, December 7, 2023.** Items for the November meeting may include but are not limited to:
 - i. 2024 Calendar of Meetings for Approval
 - ii. Transit Governance Study Update/Draft Final Report with Consultants
 - iii. Watershed Improvement Program (WIP) Update
 - iv. CEDS Business Survey and Resilience Toolkit

9. *Adjourn

Designates Items to be Voted On
