

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 8, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since December 7, 2023. Items with an asterisk (*) require action from the Commission.

Administration

- February 8, 2024, 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. **Introductions and Welcome to New Commissioners – Ned Gallaway**
 - i. Supervisor Mike Pruitt – Albemarle County
 - ii. Supervisor Manning Woodward – Louisa County
 - iii. Supervisor Tim Goolsby – Greene County
 - iv. James Higgins – Greene County (Citizen Appointee)
- b. **Introduction and Welcome to New Staff Member – Ruth Emerick**
 - i. Logan Ende – Regional Planner I
- c. **Resolutions of Appreciation – Ned Gallaway**

Chair Gallaway will honor Dale Herring and Andrea Wilkinson for their dedicated service to the TJPDC. Copies of the resolutions are included in the meeting packet.

 - i. Dale Herring – Greene County
 - ii. Andrea Wilkinson – Greene County
- d. **TJPDC Commission Orientation – Christine Jacobs**

Staff will provide a brief overview of the Thomas Jefferson Planning District and welcome the four newly appointed commissioners. A copy of the staff's presentation is included in the meeting packet.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.
- a. ***Minutes of the December 7, 2023, Commission Meeting**

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

5. **New Business**

- a. ***November and December Financial Reports** – *Laura Greene*

Staff will give a brief overview of the commission financials through December. A copy of the following reports is included in the meeting materials.

- i. December Financial Dashboard Report
- ii. November and December Consolidated Profit & Loss Statement
- iii. November and December Comparative Balance Sheet
- iv. December Accrued Revenue Report

- b. ***FY25 Rideshare Work Program Presentation and Resolution** – *Sara Pennington*

The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's Rideshare and Transportation Demand Management program (*Rideshare*). The grant application was due February 1, 2023. Staff will present the proposed FY25 work program. A copy of the work program and a draft resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY25 Rideshare work program and grant application.

- c. ***FY25 Mobility Management Presentation and Resolution** – *Lucinda Shannon*

In FY24, the TJPDC was awarded a grant from DRPT to launch a regional mobility management program to support seniors and individuals with disabilities with accessing transit and transportation options. The program launched in January of 2024. The TJPDC is applying for a FY25 grant to continue to develop the program. The grant application was due February 1, 2023. Staff will give an overview of the program, share updates, and present on the proposed FY25 work program. A copy of staff's presentation and a draft resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for a FY25 Mobility Management grant application.

- d. ***US Department of Transportation RAISE Grant Presentation and Resolution** – *Sandy Shackelford*

The TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. While we were not successful in the first round, the application scored very well and received merit status. Staff were encouraged by USDOT to resubmit the application in the 2024

round. Staff will give an overview presentation of the project. A copy of staff's presentation and the resolution are included in the meeting packet.

***Recommended Action:** Staff recommends a motion to adopt the Resolution supporting a RAISE Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

e. **FY24 Draft Amended TJPDC Operating Budget – Christine Jacobs**

Staff will present the FY24 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft will be brought be for the Commission in their March meeting for consideration and approval. The approved amended budget will be the final approved budget for FY24 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to make changes to budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A detailed FY24 budget memo is included in the meeting materials and provides more details of the recommended changes. FY24 will be another positive financial year for the TJPDC.

6. Old Business

None

7. Executive Director's Monthly Report

- a. **Administration - VACO/VML/VAPDC Local Government Day** – With funding from the Southeast Crescent Regional Commission and local legislative services, two staff members attended the VACO/VML/VAPDC Local Government Day in Richmond February 1st.
- b. **Staffing update**
- c. **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 January are as follows:

- 349 miles of field data collection.
- 2,175 miles of fiber design.
- 1,079 miles of make ready construction.
- Two communications huts set.
- 682 miles of aerial fiber placement.
- 312 miles of underground fiber placement.
- 509 miles of splicing.

- 6,714 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On December 21, 2023, TJPDC staff conducted a site visit to inspect newly installed fiber railroad crossings along two side roads connected to Cove Garden Rd. in Albemarle County. These installations completed on December 16, and December 17, 2023, provide fiber connectivity to two residences demonstrating Firefly's commitment to providing universal broadband connectivity.

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.

d. Transportation

- i. Region 10 Governance Study – Staff and our contracted consultants, AECOM, presented the final draft report to the governing boards in Nelson, Louisa, Greene and Fluvanna in December (Albemarle and Charlottesville received presentations earlier in the fall). Additionally, they presented to the MPO Policy Board in January and will present to the Regional Transit Partnership in February 2024. The report will come before the Commission in the March meeting for consideration/acceptance.
- ii. Safe Streets and Roads for All (SS4A)/Move Safely Blue Ridge: The Safety Summit was held January 10th. The interactive workshop gathered feedback to inform the public engagement process and focused on needs identification. The information gathered will supplement data with local knowledge and experience as we work to develop the Move Safely Blue Ridge Plan (Comprehensive Safety Action Plan).
- iii. CA-MPO and RTAC: Staff continues to closely follow the discussions at the Commonwealth Transportation Board (CTB) regarding additional changes to the SMART Scale program. The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) policy board continues to review eligible projects and will determine which ones to submit for this round in their February meeting. The Rural Tech Advisory Committee (RTAC) had a presentation from VDOT in their January meeting to discuss VDOT's Potential Safety Improvements (PSIs). Additionally, staff briefed RTAC on the SMART Scale changes.

e. Economic Development

- i. Comprehensive Economic Development Strategy (CEDS) – The GoVA Region 9 council received a presentation from the consulting team, Camoin, in their January meeting. The council is supporting the development of the super-regional strategies between Planning District 9 and Planning District 10. The consulting team will be in person on February 21st and 22nd to work with the strategy committees of each PDC. The workshop will help confirm the draft

strategies and begin to discuss implementation and the most appropriate responsible leads for each strategy.

f. **Housing**

- i. Virginia Eviction Reduction Pilot (VERP) – The TJPDC was awarded a \$275,000 grant from Virginia Department of Housing and Community Development (DHCD) to continue the VERP pilot program through calendar year 2024. Staff will present updates on the program in an upcoming commission meeting.

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, March 7, 2024.** Items for the March meeting may include but are not limited to:
 - i. FY24 Amended Budget – for consideration/approval
 - ii. FY25 Rural Transportation Work Program & Budget – Presentation/Draft
 - iii. Transit Governance Study Final Report
 - iv. VATI Presentation/Update
 - v. Executive Director Evaluation Process Begins

9. *Adjourn

Designates Items to be Voted On
