

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: March 7, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since February 8, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- March 7, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair Galloway, 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. **2022 Virginia Telecommunication Initiative (VATI) Update** – *Lori Allshouse*
Staff will provide a bi-annual update on the 13-jurisdiction, \$79 million VATI grant from the Virginia Department of Housing and Community Development. The update will include highlights of activities undertaken during the past six months. Highlights will include project progress, financial management, TJPDC staff site visits, and the VATI 2024 grant application to expand the project. A copy of the staff's presentation is included in the meeting materials.
- b. **Draft FY25 Rural Transportation Work Program and Budget** – *Sandy Shackelford*
Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April meeting for consideration and approval. A copy of the staff's presentation and the draft Work Plan and Budget is included in the meeting materials.
- c. **Comprehensive Economic Development Strategy (CEDS) Plan Update** - *Ruth Emerick*
Staff will provide an update on the CEDS planning process. A draft of the plan will be provided to the Commission via email when it is ready in mid-April. The final plan will

come before the Commission in their May meeting for a public comment and consideration for approval. A copy of the staff's presentation will be made available following the commission meeting.

- d. ***Regional Transit Governance Study Presentation and Final Report - Lucinda Shannon**
In September of 2022, the TJPDC received a MERIT Technical assistance grant from the Virginia Department of Rail and Public Transportation to complete a Regional Transit Governance Study as a part of the work to explore the creation of a Regional Transit Authority. The study commenced in December 2023 and was presented to the Regional Transit Partnership in their February meeting, at which they voted to endorse the recommendations from the study. Staff will present an overview of the study and share the final recommendations. A copy of the staff's presentation as well as a copy of the final report are included in the meeting materials.

***Recommended Action:** Staff recommends a motion to accept the Regional Transit Governance Study final report and endorses the final recommendations in the study.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.

- a. ***Minutes of the February 8, 2024, Commission Meeting**
- b. ***January Financial Reports**
 - i. January Financial Dashboard Report
 - ii. January Consolidated Profit & Loss Statement
 - iii. January Comparative Balance Sheet
 - iv. January Accrued Revenue Report

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

5. **New Business**

- a. ***FY21 Re-Issued Audit Memo and Draft FY21 Re-Issued Audit – Christine Jacobs**
IN FY21, The TJPDC administered the region's Emergency Rent and Mortgage Relief program (RMRP) totaling \$1,810,226. Through a compliance review, staff learned that the Virginia Department of Housing and Community Development changed the funding source for the last tranche of funding from Federal Cares Act funding to Virginia State Housing Trust Fund money. This requires re-classifying \$170,000 in federal funds to state funds in both our FY21 Audit and FY21 Schedule of Expenditures of Federal Funds (SEFA). A memo detailing the re-issue as well as a draft copy of the FY21 Audit and SEFA are included in the meeting materials.

***Recommended Action:** Staff recommends a motion to accept the FY21 Re-Issued Audit as presented.

- b. ***TJPDC Corporation Appointments (Greene, Albemarle, Louisa) – Ruth Emerick**
The TJPDC Corporation is an independent 501(c)3 nonprofit organization, staffed by the PDC, that supports the mission of the TJPDC. The board's bylaws require that there are

at least seven (7) members, six (6) of which are appointed by the TJPDC Commission to represent each member locality, with a minimum of four (4) being current commissioners. Supervisor Jim Andrews, Supervisor Rachel Jones, and Commissioner Andrea Wilkinson were the former members from Albemarle, Louisa, and Greene, respectively. A new member from each jurisdiction needs to be appointed at the meeting. A copy of the Corporation's current board roster is included.

***Recommended Action:** Staff recommends a motion to appoint Supervisor Michael Pruitt, Supervisor Manning Woodward, and Supervisor Tim Goolsby to the TJPDC Corporation board as the Albemarle, Louisa, and Greene County representatives.

c. **Executive Director Evaluation Process Begins** – *Chair Galloway*

6. Old Business

a. ***FY24 Amended TJPDC Operating Budget** – *Christine Jacobs*

In the February meeting, staff presented the FY24 Draft Amended Operating budget for review, questions, and comments. Since the February meeting, two changes have been made to the budget. These changes are detailed in a memo in the meeting materials. A copy of the amended totals, revenues, and local contributions are included in the meeting materials. Additionally, a copy of a draft resolution is included in the meeting materials.

***Recommended Action:** Resolution: Staff recommends a motion to approve the FY24 Thomas Jefferson Planning District Commission's Amended Operating budget as presented.

7. Executive Director's Monthly Report

a. **Administration** –

- i. Staffing Update/Transition Planning
- ii. The TJPDC continues to support the United Way's Tax Preparation program by providing use of the Water Street Center.

b. **Transportation**

- i. Safe Streets and Roads for All (SS4A)/Move Safely Blue Ridge: A leadership commitment to reducing fatalities and serious crashes was before each of the governing boards of the TJPDC member jurisdictions in their February and March meetings.
- ii. CA-MPO and RTAC: The Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) continues to review eligible projects and will determine which ones to submit for this round in their March meeting. The Long-Range Transportation Plan is in the final stage of community

engagement and will be before the MPO committees in their April and May meetings. Both the CA-MPO and Rural Tech Advisory committees will continue to review the proposed FY25 work programs. Finally, staff will begin to work on Smart Scale applications for both the MPO and for rural jurisdictions.

- iii. RAISE Discretionary Grant: The TJPDC submitted a \$3,334,000 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application to complete the Preliminary Engineering (PE) phase of the Rivanna River Bicycle and Pedestrian Bridge. The Rivanna River project was submitted for SmartScale, but due to high contingencies and inflationary costs, the project is not yet competitive for funding due to a number of unknowns. The TJPDC submitted the project in a previous round of RAISE and the application received merit status. While the grant was not awarded, staff were encouraged by representatives from USDOT to resubmit the project in a future round.

c. Housing

- i. Virginia Eviction Reduction Pilot (VERP) – Additional funding was made available to existing VERP grantees. The TJPDC applied for supplemental funding to support the program.

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, April 4, 2024.** Items for the March meeting may include but are not limited to:
 - i. Appointment of Nominating Committee for Officers
 - ii. FY25 Operating Draft/Budget Memo
 - iii. FY25 Rural Transportation Work Program and Budget
 - iv. FY25 CA-MPO Unified Planning Work Program Update
 - v. Blue Ridge Cigarette Tax Board Update
 - vi. Rideshare Commuter Assistance Program Strategic Plan Update
 - vii. Executive Director Evaluation (Closed Session)

9. *Adjourn

Designates Items to be Voted On
