

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: May 2, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since April 4, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- May 2, 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. *** TJPDC Comprehensive Economic Development Strategy Plan** – Ruth Emerick, Alex Tranmer, Camoin Associates

The TJPDC was awarded a US Department of Commerce-Economic Development Administration (EDA) American Rescue Plan Act Economic Adjustment Assistance Program funding to complete a Comprehensive Economic Development Strategy (CEDS) plan for Region 10. The required local match for the grant was provided by each of the member jurisdictions. A CEDS is a strategy-driven plan for regional economic development and is the result of a regionally-owned planning process designed to build capacity and guide the economic prosperity and resiliency of our region. The TJPDC (Planning District 10) worked collaboratively with the Rappahannock-Rapidan Regional Commission (Planning District 9) and GO Virginia Region 9 to develop super-regional strategies for the CEDS that support economic development goals across the greater region. Staff will introduce our economic development consultant who will present the draft plan for your review and consideration for approval.

***Recommended Action:** Staff recommends a motion to adopt the Comprehensive Economic Development Strategy Plan for the five-year period of 2024-2029.

b. **2024 Legislative Update** – *David Blount*

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

- a. ***Minutes of the April 4, 2024, Commission Meeting**
- b. ***Minutes of the April 4, 2024, Closed Session**
- c. ***March Financial Reports** – *Laura Greene*
 - i. March Financial Dashboard Report
 - ii. March Profit & Loss Statements
 - iii. March Comparative Balance Sheets
 - iv. March Accrued Revenue Report

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

5. **New Business**

a. **TJPDC Officer Slate Notice from Nominating Committee** – *Jesse Rutherford*

The TJPDC elects officers at its June meeting. In the April commission meeting, the Chair appointed a nominating committee consisting of Jesse Rutherford, Tim Goolsby, and Michael Payne. The nominating committee will presents their slate of recommended officers. Current officers are:

- Ned Gallaway, Chair
- Tony O'Brien, Vice Chair
- Keith Smith, Treasurer
- Christine Jacobs, Secretary

b. ***2024 Community Development Block Grant Regional Priorities** – *Christine Jacobs*

The Department of Housing and Community Development (DHCD), which administers the federal Community Development Block Grant (CDBG), annually asks planning district commissions in the Commonwealth to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC staff asked local government staff for notice of anticipated CDBG applications for 2024. Louisa County indicated that they may have potential applications for 2024 which are included in the Regional Priority Worksheet included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve the 2024 CDBG Regional Priorities as presented.

6. ***Old Business**

a. ***FY25 Annual Operating Budget and Resolution** – *Christine Jacobs*

The TJPDC Bylaws require a May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2025. Since the Draft Annual Operating Budget was presented in the April 4, 2024, meeting of the commission, there are several changes that are

detailed in a budget memo included in the meeting materials. The FY25 Operating Budget includes revenues of \$42,677,053 and expenses of \$42,677,053.

*** Recommended Action:** Staff recommends a resolution to approve the Fiscal Year 2025 Thomas Jefferson District Commission Annual Operating Budget, as presented.

7. Executive Director's Monthly Report

- a. Staffing Update
- b. 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 April are as follows:

- 654 miles of field data collection.
- 2,214 miles of fiber design.
- 1,261 miles of make ready construction.
- Three communications huts set.
- 890 miles of aerial fiber placement.
- 349 miles of underground fiber placement.
- 739 miles of splicing.
- 9,773 passings.

Each month, TJPDC staff conducts site visits to observe work underway throughout the project area. On April 23, TJPDC staff conducted a revisit to the Pratts area in Madison County to observe the newly installed communications hut. Also, during the visit, TJPDC staff had the opportunity to observe the distinctive process utilized by REC for attaching fiber to its steel poles.

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. Additional Updates may be shared in the meeting.

8. *Closed Session – Per Code of Virginia 2.2-3711 A.1. - Individual Employee Discussion – The commission will enter closed session to evaluate the Executive Director's performance.

***Exit Closed Session, Public Session Resumes**

***Certification**

9. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).
- b. **The next Commission meeting will be held on Thursday, June 6, 2024.** Items for the May meeting may include but are not limited to:
 - i. HOME Annual Action Plan – Public Hearing and Resolution – for Consideration/Approval
 - ii. Election of TJPDC Officers
 - iii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

10. *Adjourn

Designates Items to be Voted On
