

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 6, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 2, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- June 6, 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. *** HOME Annual Action Plan Draft and Presentation**

The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2024's total funding is \$651,111 (decreased from \$785,286 last program year). The Annual Action Plan's public comment period was May 1-30, 2024. As the lead agency, the Charlottesville City Council considers approval of the plan in their June 3, 2024, meeting. The finalized plan is due to HUD in June.

- b. PUBLIC HEARING
- c. Resolution to Adopt the 2024-2025 HOME-CDBG Annual Action Plan

***Recommended Action:** Staff recommends a motion to adopt the 2024-2025 HOME-CDBG Annual Action Plan.

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

- a. ***Minutes of the May 2, 2024, Commission Meeting**
- b. ***Minutes of the May 2, 2024, Closed Session**
- c. ***April Financial Reports – Laura Greene**
 - i. April Financial Dashboard Report
 - ii. April Profit & Loss Statements
 - iii. April Comparative Balance Sheets
 - iv. April Accrued Revenue Report

April was another strong financial month for the TJPDC. Net income was \$42,269. There is a total net income for FY24 of \$378,588 to date. The rolling twelve-month average operating expenses are \$135,267. The three-month average operating expenses are \$126,469. Actual operating expenses for April were \$120,284. The Accrued Revenue report shows that the total average available funds for the remaining 2 months in FY24 is \$261,904, which is ample revenue to cover projected expenses.

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

5. New Business

- a. **Smart Scale Support Memo** – The TJPDC serves as the governing body for the rural transportation program. All Smart Scale projects require a resolution of support from the appropriate governing body as a part of the final application. The resolution of support is for all projects within the TJPDC's rural boundaries, including those that each member jurisdiction is applying for individually, but excluding those submitted by the Charlottesville-Albemarle Metropolitan Planning Organization.
- b. ***Smart Scale Resolution of Support for all Projects in the TJPDC rural areas – Christine Jacobs**

***Recommended Action:** Staff recommends a motion to approve the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District area.

6. *Old Business

- a. **Election of TJPDC Officers – Ned Gallaway**
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. In the May meeting, the nominating committee presented their slate of recommended officers. Recommended officers are:
 - Tony O'Brien, Fluvanna County, Chair
 - Michael Payne, City of Charlottesville, Vice Chair
 - Keith Smith, Fluvanna County, Treasurer
 - Christine Jacobs, TJPDC, Secretary

***Recommended Action:** Staff recommends a motion to approve the slate of officers as presented.

7. Executive Director's Monthly Report

- a. Staffing Update – Ethan Van Berkel, TJPDC intern, has started his 10-week, full-time internship with us. He will be supporting the Charlottesville-Albemarle MPO's work plan as well as supporting the community engagement efforts for the multi-jurisdictional Safe Streets and Roads for All program; *Move Safely Blue Ridge*. Additionally, Tucker Keener, Planner II, will be starting with the TJPDC on June 17, 2024. Tucker will support the urban and rural transportation programs as well as general planning initiatives.
- 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 May are as follows:

- 1,532 miles of field data collection.
- 2,667 miles of fiber design.
- 1,278 miles of make ready construction.
- Four communications huts set.
- 963 miles of aerial fiber placement.
- 374 miles of underground fiber placement.
- 874 miles of splicing.
- 11,375 passings.

On May 20th, on behalf of TJPDC, Christine Jacobs presented at the Rappahannock Electric Cooperative's Celebration of the first connections of REC members to high-speed internet in Greene County through their partnership with Firefly Fiber Broadband.

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 Road for All – Move Safely Blue Ridge – The SS4A plan is a multi-jurisdictional plan to develop strategies to reduce serious crashes and fatalities on the region's roadways for all users. The plan is in its first round of public engagement, which includes a [survey](#), public in-person meetings, and in-person pop-up events in all six jurisdictions. We are inviting community

members to participate in the upcoming in-person public meetings scheduled between June 10 and June 12. The meetings will gather input on enhancing roadway safety. Attendees will have the opportunity to share their insights and thoughts on roadway safety improvements through interactive stations and a survey. These discussions will encompass safety enhancements for all road users, including pedestrians, cyclists, and motorists.

Details on the public meetings:

Albemarle County

Date: June 11, 2024

Time: 6:00 p.m.-8:00 p.m.

Location: [Albemarle County Office Building](#)
401 McIntire Rd, Charlottesville, A 22902

City of Charlottesville

Date: June 10, 2024

Time: 5:30 p.m.-7:30 p.m.

Location: [Carver Recreation Center](#)
233 4th St NW, Charlottesville, VA 22903

Fluvanna County

Date: June 12, 2024

Time: 6:00 p.m.-8:00 p.m.

Location: [Palmyra Library](#)
214 Commons Blvd.; Palmyra, VA 22963

Greene County

Date: June 10, 2024

Time: 6:00 p.m.-8:00 p.m.

Location: [Greene County Library](#)
222 Main Street Suite 101; Stanardsville, VA 22973

Louisa County

Date: June 11, 2024

Time: 6:00 p.m.-8:00 p.m.

Location: [Betty Great Room](#)
522 Industrial Drive; Louisa, VA 23093

Nelson County

Date: June 12, 2024

Time: 6:00 p.m.-8:00 p.m.

Location: [The Nelson Center](#)
8445 Thomas Nelson Hwy, Lovingston, VA

- ii. Mobility Management – JABA, the contracted partner for our mobility management program, has hired a full-time staff person to answer phones in the one-click, one-call resource center. The program now has an official name: PATH, Partnership for Accessible Transportation Help, and a logo. Staff are beginning to attend public health and aging service events to hear from potential users and direct advertising to the populations that the program is intended to serve.
 - iii. Rideshare – Bike Month - As part of Bike Month, RideShare hosted a Business Challenge with 14 businesses signing up. They are competing for the biggest reduction in vehicle miles travelled by biking instead and total number of trips during the month. Winners will be announced at Fridays After Five on May 31, 2024.
 - iv. Regional Transit Partnership – As a part of the Regional Transit Authority and Regional Transit Governance Study, a working group made up of Albemarle County staff, City of Charlottesville staff, and TJPDC staff have been meeting bi-monthly to draft bylaws, a recommended work plan, and a potential budget for the authority. In March and April, the working group met with staff from all six localities to discuss needs, concerns, and next steps.
- d. Legislative Servies - The 2024 General Assembly Summary, a report on legislation approved by the legislature this past session, has been distributed and is posted on the TJPDC website.
- e. Blue Ridge Cigarette Tax Board - At its most recent meeting, the BRCTB approved a request from Rockingham County to join the Board, bringing membership on the regional cigarette tax board to nine jurisdictions (seven counties, one city, and one town).
- f. Environmental
- i. Hazard Mitigation – The Hazard Mitigation working group held its annual HMP plan review, seeking from localities on mitigation updates from the last year. Additionally, the staff from the state HMP team is seeking input for a state hazard mitigation plan to better integrate local plans into the state plan and utilize local strategies at the state level. The working group provided feedback and recommendations to the state planning team in their meeting.
 - ii. Solid Waste Plan - The regional recycling rate was compiled for CY 2023 and reported to DEQ as 36.3%
 - iii. Watershed Improvement Plan – The TJPDC hosted its first rain barrel workshop in Nelson County, providing 14 households with rain barrels and kits to divert stormwater runoff at home. Partners included Thomas Jefferson Soil and Water Conservation District, Nelson Parks and Rec, the Nelson County

Master Gardeners, and Devils Backbone. We look forward to doing this again next year and exploring partnership opportunities to bring similar workshops to the remainder of the non-MS4 region.

g. Local Planning Supporting –

- i. Town of Mineral- The drafted comprehensive plan is completed and was recommended for adoption by the town council at the May Planning Commission meeting. The finalized plan will be considered for adoption at the June 10th Town Council meeting.
- ii. The Town of Mineral is seeking administrative support for their required Lead Service Line inventory. Staff are in the process of drafting a Memorandum of Agreement detailing terms of the TJPDC's involvement.

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, August 1, 2024. (No July Meeting**)**

*** Should the US Department of Agriculture's Housing preservation Grant (HPG) pre-application be released with a due date prior to the August 1, 2024, commission meeting, a special session of the commission may need to be called in order to hold the required Intergovernmental Review (IFR) and to vote to approve submission of the pre-application.*

Items for the August meeting may include but are not limited to:

- i. Quarter 4 (April – June) Financials
- ii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

10. *Adjourn

Designates Items to be Voted On
