

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: September 5, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since July 25, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- September 5, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Christine Jacobs*
- b. *Vote to Allow Electronic Participation, if needed – *Christine Jacobs*

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 Christine Jacobs*)

3. Presentations

- a. * **HOME Consolidated Annual Performance and Evaluation Report (CAPER) and Presentation** – *Laurie Jean Talun*

i.-iii - The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 19, 2024, through September 2, 2024. After the comment period, the CAPER will be considered by the City Council before submitting to HUD for approval.

A link to a copy of the draft CAPER is included in the meeting packet as well as a copy of the staff's presentation and a draft resolution for consideration. This item requires a public hearing.

***Recommended Action:** Staff recommends a motion to adopt the 2023 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER).

b. Virginia Telecommunication Initiative (VATI) 2022 and 2024 Presentation/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 award to expand the project. A copy of the staff's presentation is included in the meeting materials.

c. Watershed Improvement Program (WIP) Update – Isabella O'Brien

Staff will provide an update on the WIP program to include the 2024 scope of work, successes of the program, upcoming funding opportunities, and a proposed 2025 scope of work for IIJA funding. A copy of the staff's presentation is included in the meeting materials.

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

- a. ***Minutes of the June 6, 2024, Commission Meeting**
- b. ***Closed Session form for Minutes of the June 6, 2024**
- c. ***Minutes of the July 25, 2024, Commission Meeting, Special Session**
- d. ***Executive Director Annual Contract – September 2024-2025**

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

5. New Business

- a. ***May, June, and July Financial Reports – Laura Greene**

- i. May, June, and July Financial Dashboard Report
- ii. May, June, and July Consolidated Profit & Loss Statements
- iii. May, June, and July Comparative Balance Sheets
- iv. June and July Accrued Revenue Report

Laura Greene, Finance and Human Resources Director, will present on the year-end financials as well as the July 2024 financials.

***Recommended Action:** Staff recommends a motion to accept the financial reports, as presented.

b. **Draft FY26 Projected Operating Budget – Christine Jacobs**

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2026 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. To balance the budget, a one-time reserve transfer in the amount of \$34,922 is required. The FY26 projected budget will likely have significant changes prior to its official adoption in May of 2025 as additional grants and programs are identified. In the past several years, the budgeted reserve transfer was not utilized as the funding gap was closed prior to final budget adoption.

The draft FY26 budget assumes a \$0.68 per capita rate as approved by the commission in their September 1, 2022, meeting and assumes an average 5% increase in salaries for staff as a place holder. As it stands, the projected budget has \$44,650,426 in revenues and expenses. Staff asks for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting. Additionally, the Finance/Executive Committee will meet in mid-September to further review assumptions in local funding with the potential for a recommended change in the October version considered for adoption. Included in the meeting materials is the draft projected total budget, draft revenues by source, and draft local per capita and local contribution requests.

The draft budget does not require action in the September meeting. A final version will come before the commission in their October meeting for consideration for adoption.

c. **Department of Housing and Community Development Planning District Boundary Review – Christine Jacobs**

The Regional Cooperating Act outlines the duties and responsibilities of the Virginia Planning District Commissions (PDCs). The Virginia Department of Housing and Community Development (DHCD) is required by §36-139.7 to complete a review of planning district boundaries following each United States decennial census of population. DHCD is accepting public comments for review of the boundaries. Included

in the meeting materials are the public notice of the public comment period as well as the exiting PDC boundary map.

6. *Old Business

- a. None

7. Executive Director's Monthly Report

- a. Finance/Executive Committee – The TJPDC Finance/Executive Committee will meet September 17, 2024. Topics will include the FY26 draft budget's local contributions, the pre-audit meeting, recommended employee handbook policy revisions with projected fiscal impacts, and review of a revised procurement policy.
- b. Staffing Update – Gorjan Gjorgjievski has moved into the full-time regional transportation planning position. We are in the final stages of recruiting a new VATI administrative assistant. Additionally, the Director of Transportation position remains vacant. Staff will begin to research recruitment firms to determine if support is required to fill the position.

Kaiden Pritchett joins us this year as our full-time VISTA member. He will be supporting the Regional Housing Partnership and the development of the Regional Housing Summit.

- 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 August are as follows:

- 1,599 miles of field data collection.
- 2,936 miles of fiber design.
- 1,606 miles of make ready construction.
- Five communications huts set.
- 1,139 miles of aerial fiber placement.
- 456 miles of underground fiber placement.
- 1,086 miles of splicing.
- 13,709 passings.

Each month, TJPDC staff conducts site visits to monitor ongoing work across the project area. On July 31, TJPDC staff conducted a site visit in the Stanardsville area of Greene County and observed mainline fiber installation on Rappahannock Electric

Cooperative's poles. On August 1, TJPDC staff conducted a site visit in on Goldmine Road in Louisa County to observe the setup of the Ellisville communications hut.

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.

Virginia Telecommunications Initiative (VATI) 2024: As you are aware, the TJPDC was awarded a VATI 2024 grant in the amount of \$12.2 million. The Virginia Department of Housing and Community Development received 25 applications requesting more than \$170 million in VATI funds. DHCD announced 10 broadband awards serving 20 localities with more than \$41 million in grants awarded. TJPDC and partner Firefly Broadband received \$12.2 million, the largest award in the Commonwealth. The project will build fiber-to-the-home broadband to 5,825 unserved locations in 10 counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. Attached to this Executive Director report is a copy of the DHCD award letter and a letter approving staff's request for prior authorization to incur costs prior to the execution of the contract grant agreement so that the project can continue to move forward during the contract negotiation phase.

d. 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 has completed its first round of public engagement. Staff have participated in several coordination meetings with locality staff to identify locations for site visits. Staff provided a letter of support for Charlottesville's supplemental planning and demonstration grant application to USDOT. Staff continue to meet bi-monthly with the consulting team. The project's next steering committee meeting is scheduled for Thursday, September 12, 2024.
- ii. Mobility Management – Currently, we are partnering with JABA to staff the Mobility Specialist position for the one call/one click center for the Mobility Management program. Staff, in consultation with DRPT, have determined that the program would be more effective and more efficient if the specialist position were a direct employee of the TJPDC, rather than contracted out. This would enable the supervisor and specialist to work more collaboratively on site.
- iii. 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 their September meeting, the Regional Transit Partnership endorsed the creation of the Charlottesville-Albemarle Regional

Transit Authority (CART). A joint meeting of the Charlottesville City Council and the Albemarle County Board of Supervisors is scheduled for September 17th. Regional transit will be a topic of discussion.

- e. Legislative Services – Legislative Services will be consulting with the localities over the next month to prepare proposed revisions to the regional legislative program, which will be presented to the local governing bodies in November for approval.
- f. Blue Ridge Cigarette Tax Board (BRCTB) – Rockingham County is now a member of the Blue Ridge Cigarette Tax Board, effective July 1. For the month of July, 834,215 packs were sold, the highest number in several months. An update on the BRCTB will be presented at your October meeting.
- g. Environmental Programs
 - i. Watershed Improvement Plan (IJA) – Stewardship Mapping and Assessment Project Network Maps are now available on the TJPDC website via the link below. Staff is working to complete a funding request for PDC IJA funding towards the WIP for rain barrel workshops across the region, a pilot septic pump-out program for low-income homeowners, and Phase One of a potential streambank restoration in Greene County in partnership with Friends of the Rappahannock.

<https://kumu.io/iobrien24/tjpd-stewmap-networks-2024#aggregated-network>
 - ii. Rivanna River Basin Commission (RRBC): The RRBC had its second annual board meeting this August and heard a presentation from Williams Mullen Law firm on the impacts of the Chevron overruling. The recording will be available on the website in the coming days. The RRBC Annual Conference is scheduled for September 27th at 9:30 am at the Carver Recreation Center focusing on progress and goals for connectivity and conservation in the urban Rivanna Corridor.
- h. Direct Local Planning Supporting –
 - i. Town of Mineral – TJPDC staff are providing administrative support for the Town of Mineral's required Lead Service Line inventory. Staff are in the process of procuring a contractor to conduct the inventory.

8. 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, October 3, 2024.**

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

- i. *August Financials
- ii. *FY26 Project Budget for Consideration/Approval, Resolution
- iii. Annual DHCD Funding Agreement
- iv. Regional Housing Partnership Update
- v. Rideshare CAP Strategic Plan Draft
- vi. Blue Ridge Cigarette Tax Board Update
- vii. *Revised Procurement Policy

9. *Adjourn

Designates Items to be Voted On



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

July 24, 2024

Christine Jacobs
Executive Director
Thomas Jefferson PDC
401 E. Water Street
Charlottesville, Virginia 22902

RE: 2024 Virginia Telecommunication Initiative
Grant Offer

Dear Ms. Jacobs:

On behalf of Governor Youngkin, it gives me great pleasure to inform you that Thomas Jefferson PDC has been offered a grant through the Virginia Telecommunication Initiative (VATI) grant making process in the amount of \$12,208,500.00 in support of the county's partnership with Firefly. This funding is offered through the 2024 VATI program.

Ammar Al Omari, Program Manager in the Department of Housing and Community Development's Office of Broadband, will contact you to schedule a contract negotiation meeting and discuss next steps.

Please note that time is of the essence in ensuring these awarded locations are reflected as ineligible for the soon to be launched Broadband Equity, Access, and Deployment Program. Within 14 days of this letter and award announcement, please provide point shapefiles, based on the Federal Communications Commission's Version 2 of the Broadband Data Collection Fabric that represent the locations included in this awarded application area.

We are pleased to be of assistance to Thomas Jefferson PDC in expanding broadband service to unserved areas of the county.

Sincerely,

Bryan W. Horn
Director, DHCD

c: Dean Rogers, Amherst
Susan Adams, Appomattox
Rebecca Carter, Buckingham
Frank Rogers, Campbell
Derek Stamey, Cumberland
Eric Dahl, Fluvanna

Dan Schardein, Goochland
Cathy Schafrik, Greene
Christian Goodwin, Louisa
Jonathon Weakley, Madison
Bret Schardein, Powhatan
Tamarah Holmes, Ph.D., DHCD



Glenn Youngkin
Governor

Merrick COMMONWEALTH of VIRGINIA Bryan DirectorW Horn

Caren
Secretary of
Commerce and Trade

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

August 22, 2024

Christine E.B. Jacobs
Executive Director
Thomas Jefferson Planning District Commission
401 East Water Street
Post Office Box 1505
Charlottesville, Virginia 22902

RE: VATISP#2024-OOI
Prior Authorization for Project Costs

Dear Ms. Jacobs:

The Department of Housing and Community Development (DHCD) is in receipt of your request for prior authorization to incur soft costs and costs for materials specifically including "1. Administrative CNR pre-contract activities. 2. Field data gathering. 3. Engineering. 4. Make ready work on the Appalachian Power and Rappahannock Electric Power Systems." prior to the execution of the contract agreement with DHCD for your 2024 Virginia Telecommunication Initiative.

The Department of Housing and Community Development (DHCD) is also in receipt of your request for prior authorization to incur implementation costs specifically "5. Installation of service extensions and connections in APCo and Dominion service areas " prior to the execution of the contract agreement.

We approve your request to incur the above-mentioned costs prior to contract execution as of our contract negotiation meeting held on July 30, 2024. This approval allows your VATI co-applicant, Firefly to expend their match funds to cover these expenses. In the event Firefly expends match funds and those costs were originally budgeted as a line item in your awarded grant budget as a VATI expense, these costs are eligible for reimbursement by DHCD.

If you have any questions or concerns, please reach out to Kendrick N. Monroe, Telecommunications and Broadband Project Manager, at kendrick.monroe@dhcd.virginia.gov or by phone at (804) 845-4760.

Sincerely,

A handwritten signature in black ink, appearing to read "Tamarah Holmes", written over a light blue rectangular background.

Tamarah Holmes, Ph.D.
Director, Office of Broadband

Jacobs
August 22, 2024
Page 2

c: Gary E. wood, Firefly
Kendrick N. Monroe, DHCD
Caroline Luxhoj, DHCD