

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: October 3, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since September 5, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- October 3, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, 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. **Blue Ridge Cigarette Tax Board** – *David Blount*

Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include new membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.

- b. **PATH Mobility Management Program** – *Lucinda Shannon*

Staff will provide an update on the PATH program as it wraps up its 2024 grant year. PATH is a mobility management program hosted by the TJPDC and funded by community partners, the Federal Transit Administration, and the Virginia Department of Rail and Public Transportation. The funding has an 80/16/4 federal/state/local split with 4% coming from local per capita funding. The fiscal year for the program is October 1, 2023, through September 30, 2024. The presentation will provide an update on the program and its successes and challenges during the first year. A copy of staff's presentation, a completed PATH Marketing Study, and a Marketing Implementation Plan are included in the meeting materials.

4. ***Consent Agenda** – Copies of the following materials are included in the meeting materials.
- a. ***Minutes of the September 5, 2024, Commission Meeting**
 - b. ***August Financial Reports – Laura Greene**
 - i. August Financial Dashboard Report
 - ii. August Consolidated Profit & Loss Statement
 - iii. August Comparative Balance Sheet
 - iv. August Accrued Revenue Report
 - c. ***Revised TJPDC Procurement Policy Staff Memo, Marked Up Version, Final Version**
 - d. ***Revised TJPDC Personnel Handbook Staff Memo, Marked Up Version, Final Version**
 - e. ***Annual Department of Housing and Community Development (DHCD) Funding Agreement**

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

5. New Business

- a. **TJPDC Local Contributions – Christine Jacobs**

As shared in the September meeting of the Commission, staff completed a thorough analysis of the history of local contributions for several programs. In addition to Per Capita Contributions, the TJPDC receives direct contributions from our local governments for six programs/services: RideShare, Solid Waste and Recycling, Rivanna River Basin Commission, Legislative Services, Regional Transit Partnership, Regional Housing Partnership. Staff reviewed local contributions between 2005 and 2025 and developed three potential scenarios for increasing local funding for several programs that have been flat funded for numerous budget cycles, and in some cases flat funded since their inception. Staff presented the analysis to the TJPDC Finance/Executive Committee in their September 17, 2024, meeting. Included in the meeting materials is a copy of the staff's presentation and the Finance/Executive Committee's recommendation to the full Commission.

***Recommended Action:** The Finance/Executive Committee recommends to the full commission, 1) converting all local contributions to per capita rates, 2) increasing local contributions by seven percent (7%) for all local programs, except for Legislative Services (five percent, 5%) for inclusion in the FY26 projected budget, and 3) Commission review of a 5-year plan prior to the final FY26 budget review in April 2026.

6. Old Business

- a. ***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. Since the September presentation of the

budget, several changes have been incorporated into the final recommended budget before you tonight. Included in the meeting materials is a staff memo detailing the changes, as well as a copy of the budget totals, budget revenues, and local and per capita funding. Additionally, a draft resolution is included in the meeting materials.

The draft FY26 budget assumes a \$0.68 per capita rate as approved by the commission in their September 1, 2022, meeting, assumes an average 5% increase in salaries for staff as a place holder, and includes converting contributions to local programs to per capita rates and increases funding to those programs by 7% (excluding Legislative Services, 5%). As it stands, the projected budget has \$44,650,411 in revenues and expenses and does not require a reserve transfer. In its September 17, 2024, meeting, the Finance/Executive Committee reviewed the draft budget in detail and recommended its adoption to the full commission.

***Recommended Action:** The Finance/Executive Committee reviewed and recommends to the full Commission approval of the FY26 Projected Operating Budget, as presented.

7. Executive Director's Monthly Report

- a. Finance/Executive Committee – The TJPDC Finance/Executive Committee met September 17, 2024. Topics included: 1) establishing a regular meeting schedule, 2) the FY24 Pre-Audit, 3) a revised Procurement Policy, 4) a revised Employee Handbook, 5) Local Contributions, and 6) the FY26 Projected Operating Budget.
- 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 September are as follows:

- 1,599 miles of field data collection.
- 2,937 miles of fiber design.
- 1,659 miles of make ready construction.
- Six communications huts set.
- 1,157 miles of aerial fiber placement.
- 471 miles of underground fiber placement.
- 1,140 miles of splicing.
- 13,949 passings.

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.

Additional highlights:

- On September 9, Rappahannock Electric Cooperative (REC) and Firefly hosted an event at Early Mountain Vineyards to celebrate the first REC connections in Madison County.
- On September 19, Firefly and TJPDC hosted the ninth VATI 2022 Stakeholders' meeting in which project partners provided information to county stakeholders about the current and upcoming progress.
- On September 26, TJPDC staff conducted a site visit in Madison County and observed completed aerial fiber construction and fiber awaiting splicing along Hebron Valley Road in the Zeus area of Madison County. Additionally, staff observed fiber installation along South Blue Ridge Turnpike and aerial fiber work at the intersection of Route 29 and Gibbs Road.

- c. Virginia Telecommunications Initiative (VATI) 2024: The TJPCD and Firefly's \$12.2 million VATI 2024 grant will build fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. DHCD has approved the staff's request for prior authorization so that costs can be incurred prior to the execution of the contract grant agreement. Staff is working to complete the required pre-contract negotiation documentation and anticipate a contract grant agreement will be executed with DHCD by calendar year-end.

- d. Transportation

- i. Regional Transit Partnership – In its September meeting, the RTP had presentations on the Charlottesville Area Alliance's (CAA) Walk Audit Workshop and the PATH Mobility Management Program.

- e. Environmental Programs

- i. Rivanna River Basin Commission (RRBC): The RRBC held its Annual Conference on 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. There was a great turnout and a lot of rich discussion surrounding the continued planning and implementation of plans along the Rivanna River Corridor.

- f. Housing –

- i. Regional Housing Partnership – Staff continues to work on preparing for the March 2025 Regional Housing Summit as well as scoping out a new Regional Housing Study. Staff will present updates on these two items in a future meeting.
- ii. Emergency Food and Shelter Program – This is a new program for the TJPDC. We were asked to assume the administration of this program from a local non-profit as it aligned with the TJPDC’s regional work. Staff will present on this program in a future meeting.
 - The application phase has started and will conclude on November 15th.
 - Applications were sent to PACEM and Emergency Food Network so far.
- iii. Carlton Mobile Home Park – The TJPDC Housing VISTA worked on an article published in the Regional Review (RHP blog). The article described the purchase of the park through the partnership of Piedmont Housing Alliance and Habitat for Humanity of Greater Charlottesville. The park will be developed and managed by Habitat, but the residents will be in control of most decisions.

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, November 7, 2024.**

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

- i. Annual Financial Audit Report and Acceptance
- ii. Quarter One (July – September) Financial Report
- iii. RideShare CAP Strategic Plan Update (Tentative)
- iv. Regional Housing Partnership Updates

9. *Adjourn

Designates Items to be Voted On
