

MEMORANDUM

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

Purpose: To review the current agenda packet and inform Commissioners of agency activities since October 3, 2024. Items with an asterisk (*) require action from the Commission.

Administration:

- November 7, 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. ***FY24 Annual Financial Audit Report** – *Laura Greene and David Foley, Robinson, Farmer, Cox Associates*

For FY24, TJPDC had total revenues of \$36,629,693 and total expenditures of \$36,165,907 resulting in a general fund balance increase of \$463,786. Included in revenues and expenditures are \$775,261 in HOME and HOME-ARP passthrough, \$168,832 in Housing Preservation Grant (HPG) pass-through, \$2,839,772 in Blue Ridge Cigarette Tax Board revenues and expenses, and \$30,178,210 in Virginia Telecommunication Initiative (VATI) Broadband Revenues and Expenses. The FY24 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 41%, compared to 56% in FY23.

***Recommended Action:** The Finance/Executive Committee of the Commission recommends a motion to accept the FY24 Financial Audit, as presented.

- b. **Hazard Mitigation Update** – *Isabella O'Brien*

Staff will provide an overview of the 2028 Hazard Mitigation Plan update process and timeline. Once FEMA releases the official Notice of Funding Opportunity (NOFO), staff will return to the commission with a program budget and resolution of support as a required element of the final application. A copy of staff's presentation is included in the meeting materials.

c. **Regional Housing Partnership Update (Housing Summit and Study) – Ruth Emerick and Laure Jean Talun**

Staff will provide an update on the Regional Housing Partnership's FY25 initiatives. Additionally, staff will provide an update on the upcoming *Regional Housing Summit: From Crisis to Solution* (March 13, 2025) as well as the Regional Housing Study. A copy of 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 October 3, 2024, Commission Meeting**
- b. ***September Financial Reports – Laura Greene**
 - i. September Financial Dashboard Report
 - ii. September Consolidated Profit & Loss Statement
 - iii. September Comparative Balance Sheet
 - iv. September Accrued Revenue Report

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

5. **New Business**

a. **Quarter One (July-September 2024) Financial Report – Laura Greene**

Staff will give an update on the TJPDC's financial performance for quarter one. Included in the meeting materials are a staff memo and a Quarter One Profit and Loss Prior Year Comparison statement. No action is needed.

b. **Staff Professional Development Field Trip, Fluvanna and Louisa Counties – Ruth Emerick and David Blount**

In October, TJPDC staff took professional development field trips to Fluvanna and Louisa counties. Locality staff joined our team on a bus tour of their respective communities, highlighting challenges, opportunities, and successes to help TJPDC staff better serve our member jurisdictions. Staff will show photographs and share highlights of the trip. In the Spring, The TJPDC staff is excited to begin planning trips to our other member jurisdictions in the spring and fall of 2025.

6. **Old Business**

- a. ***Department of Environmental Quality IIJA Implementation Funding Resolution – Christine Jacobs**

In September, staff presented a Watershed Implementation Plan (WIP) update detailing Virginia Department of Environmental Quality's (DEQ) Infrastructure, Investment, and Jobs Act (IIJA) implementation funding opportunity (awarded by the US Environmental Protection Agency (EPA)). In calendar year 2025, DEQ has approximately \$3M in implementation funds that they reserved for a competitive grant program for PDCs. Staff applied for a grant and were awarded \$179,317.63 (no local match required) for the PDC staff and sub-contractors to 1) conduct eight (8) Rain Barrel workshops in the region (\$14,317.63), and 2) to manage a pilot Regional Septic Funding Assistance Program (\$165,000.00). A copy of a draft resolution is attached.

***Recommended Action:** Staff recommends a motion to authorize the Executive Director to accept \$179,317.63 from the Virginia Department of Environmental Quality's Chesapeake Bay BMP Implementation Grant and execute a Sub-award agreement with DEQ.

7. Executive Director's Monthly Report

- a. Administrative: Consultant Support – Staff have secured written proposals from contractors for two separate administrative initiatives. The first is to hire a firm to support the recruitment of qualified candidates for the vacant Director of Transportation role. The second is to hire a firm to conduct the TJPDC's first Classification and Compensation study, a strategy identified at FY24 year's end that will support leadership with recruiting and retaining high quality staff. The proposals are currently under review. Staff will work to negotiate contracts with consultants to complete the work using state contingency funding.
- b. Professional Development – The past few weeks have been very busy for staff professional development. Various staff attended the International City/County Management Conference, the Virginia Municipal League (VML) Conference, the Association of Metropolitan Planning Organization (AMPO) conference, the Rural Planning Caucus conference, the Governor's Summit on Rural Prosperity, the Governor's Transportation Conference, Title VI training, OSHA training, and a trip to Champaign-Urbana to tour the regional transit system. Additionally, staff will attend the upcoming Virginia Association of Counties conference in November.
- c. Virginia Telecommunications Initiative (VATI) 2022: Staff continue 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 October are as follows:

- 1,598 miles of field data collection.
- 3,083 miles of fiber design.
- 1,632 miles of make ready construction.
- Six communications huts set.
- 1,177 miles of aerial fiber placement.
- 471 miles of underground fiber placement.
- 1,193 miles of splicing.
- 14,617 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 October 11, TJPDC staff, alongside local officials, conducted a bus tour of Louisa and Fluvanna Counties. During the tour, staff observed completed aerial fiber installations across both counties. Locality representatives expressed their appreciation for Firefly's work, highlighting the positive impact the broadband expansion is expected to have on local residents, businesses, and community services.
- d. Virginia Telecommunications Initiative (VATI) 2024: The TJPCD and Firefly's \$12.2 million VATI 2024 grant will support the construction of 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. Staff continue to work on completing the required pre-contract negotiation documentation and anticipate a contract grant agreement will be executed with DHCD by calendar year-end. 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.
- e. Legislative Services: The draft 2025 Legislative Program has been distributed to member localities, with approval by each of the region's local governing bodies expected over the first several weeks in November. The Director of Legislative Services has been assisting several localities with their local legislative positions and/or initiatives.
- f. Blue Ridge Cigarette Tax Board: The Blue Ridge Cigarette Tax Board (BRCTB) met in late October and agreed to a request from the Town of Mount Crawford (Rockingham County) to join the Board. This will bring BRCTB membership to a total of 10 jurisdictions (four TJPDC localities and six others outside the region).
- g. Transportation

- i. Charlottesville-Albemarle Metropolitan Planning Organization – In October, the CA-MPO Policy Board and Technical committees held their regular meetings. Agenda items included Federal Functional Classification of roadways and updates from VDOT on the IVY road Pipeline Study. Additionally, VDOT shared the process and project locations for their upcoming STARS and Pipeline studies within the urbanized area. The Citizen’s Advisory Committee (CTAC) will meet in November.
- ii. CA-MPO/Rural Transportation – In September/October, staff worked with VDOT and locality staff to update final SMART SCALE applications with updated cost estimates. The Rural Technical Advisory Committee will have a presentation on Move Safely Blue Ridge (Safe Streets and Roads for All) at their November meeting. The CA-MPO will receive a presentation on Move Safely Blue Ridge in their December meeting.
- iii. Rideshare – Staff are finalizing the review of the Commuter Assistance Program (CAP) strategic plan for Rideshare. Staff will present the draft plan to the commission in an upcoming meeting.

h. Housing –

- i. HOME – Habitat for Humanity is currently working on homebuyer housing near Cherry Avenue in Charlottesville using HOME funds.
- ii. Emergency Food and Shelter Program – The application phase has started and will conclude on November 15th. Additional applications were sent out with one returned by PACEM thus far.
- iii. Regional Housing Partnership – The CVRHP’s strategic plan called for staff to develop a “grant library” in FY25. Staff compiled a collection of resources from the CVRHP page and transferred them to an excel sheet. Each resource was placed into separate categories depending on what services they provide to their respective jurisdictions. The categories themselves are as follows: Resource and Information Outreach, Service and Emergency Assistance, and Grant and Funding Programs. Some organizations have been placed in more than one category type. Each organization on this list has an attached link that takes the reader to their website along with a description of their service and jurisdiction location. The name has been changed to “Program Resource Library (PRL)” and will be completed soon.

Additionally, staff released the October CVRHP newsletter which details two housing bills being reviewed, Albemarle’s 2025 legislative priorities, Nelson County Planning Commission property redevelopment and rentable home conversion, and a reminder of the 2025 Regional Housing Summit.

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, December 5, 2024.

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

- i. Annual Gingerbread House Competition/Voting
- ii. 2025 General Assembly Preview
- iii. 2025 Calendar of Meetings
- iv. Watershed Improvement Program (WIP) Update
- v. Rideshare CAP Strategic Plan – Draft Report
- vi. Regional Housing Partnership Appointments, if needed

9. *Adjourn

Designates Items to be Voted On
