

MEMORANDUM

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

Purpose: To review the current agenda packet and inform Commissioners of agency activities since November 7, 2024. Items with an asterisk (*) require action from the Commission.

Administration:

- December 5, 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. **New Staff Introduction** – *Christine Jacobs*

DRPT grant funding for the PATH mobility management program includes staff costs for a Mobility Manager, and two Mobility Specialists (one 40 hour/week, one 30 hour/week). As previously discussed with the commission, the TJPDC determined it would be best to directly hire the mobility specialists rather than contract them out (formerly through an MOU with the Jefferson Area Board for Aging). The first hire has an effective start date of December 1. The second is scheduled to begin in early January.

- b. **2025 General Assembly Preview** – *David Blount*

Staff will provide a brief legislative update. A copy of the staff's presentation is included in the meeting materials.

- c. **Commuter Assistance Program (CAP) Strategic Plan Draft**– *Sara Pennington*

Staff will present on the draft CAP strategic plan, detailing the plan's state-required components. No action is required at this time. A final copy of the plan will come

before the commission in their February meeting, following public feedback, for final consideration/adoption. A copy of the draft plan is included in the meeting materials.

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

- a. ***Minutes of the November 7, 2024, Commission Meeting**
- b. ***October Financial Reports – Christine Jacobs**
 - i. October Financial Dashboard Report
 - ii. October Consolidated Profit & Loss Statement
 - iii. October Comparative Balance Sheet
 - iv. October Accrued Revenue Report

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

5. *New Business

- a. ***2025 Calendar of Meetings – Christine Jacobs**

A copy of the CY2025 meeting schedule is included in the meeting materials

***Recommended Action:** Staff recommends a motion to approve the TJPDC's Calendar of Meetings for calendar year 2025.

- b. ***US Department of Transportation RAISE Grant Resolution for Application – Christine Jacobs**

The TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. While we were not successful in the 2023 or 2024 round, the application scored very well in both rounds and received 'merit status' and 'recommended status' respectively. Staff will seek support from the Charlottesville-Albemarle Metropolitan Planning Organization in their December 18th meeting. The application is due January 30th, prior to the commission's next regularly scheduled meeting. A copy of a draft resolution is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to adopt the Resolution supporting a RAISE Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

- c. ***Rideshare FY26 Resolution for Application - Christine Jacobs**

The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's Rideshare and Transportation Demand Management program (Rideshare). The grant application is due February 1, 2025, prior

to the commission's next regularly scheduled meeting. A copy of the draft resolution is included in the meeting materials. Staff will present on the application and proposed work plan in the February 2025 meeting.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY26 Rideshare grant application.

d. ***FY26 PATH Mobility Management Resolution for Application – Christine Jacobs**

The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's PATH Mobility Management Program. The grant application is due February 1, 2025, prior to the commission's next regularly scheduled meeting. A copy of the draft resolution is included in the meeting materials. Staff will present on the application and proposed work plan in the February 2025 meeting.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY26 PATH Mobility Management grant application.

e. ***Central Virginia Regional Housing Partnership (RHP) Appointments – Ruth Emerick**

The RHP consists of a 21-member voting board. The commission is responsible for several appointments to the board. Staff will recommend three new members for the commission's consideration. A copy of the RHP's draft board roster is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to appoint the following members to the RHP board: Luke Roark, Commonwealth Contractors (TJPDC Appointed Builder Representative), Fitzgerald Barnes, Louisa County Resident (TJPDC Appointed Citizen/Resident Representative – Rural), and Cameron Moore, Virginia Department of Health (TJPDC Appointed Health Industry Representative).

f. ***Building/Office Space Committee Appointments - Christine Jacobs, Chair O'Brien**

The TJPDC is currently in the fifth year of a five-year lease. Staff has requested a committee to support the negotiation of a lease renewal and/or the consideration of a building purchase. The Finance/Executive Committee decided to bring the request before the full commission to consider volunteers.

***Recommended Action:** Staff recommends a motion to approve the Building/Office Space Committee Appointments (as determined within the meeting).

6. Old Business

None

7. Executive Director's Monthly Report

- a. Administrative: Consultant Support – Staff has contracted with Gallagher using a fixed-price contract to complete the TJPDC's first Classification and Compensation study. A preliminary meeting with the consultants has been held and the next steps include scheduling an official kick-off meeting.
- b. 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 November are as follows:

- 1,599 miles of field data collection.
- 3,084 miles of fiber design.
- 1,666 miles of make ready construction.
- Six communications huts set.
- 1,246 miles of aerial fiber placement.
- 507 miles of underground fiber placement.
- 1,325 miles of splicing.
- 15,653 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.

Each month, TJPDC staff conduct site visits to monitor ongoing work across the project area. On November 20, TJPDC staff conducted a site visit and observed Rappahannock Electric Cooperative (REC) crews working on the Cuckoo Communications Hut located at the site of the REC electric sub-station along Jefferson Highway near Mineral in Louisa County. Staff observed an REC work crew performing work to bring power to the hut and the interior communications systems located within the hut.

- c. Virginia Telecommunications Initiative (VATI) 2024: The TJPDC 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. In November, staff completed all required contract negotiation documentation which were approved by DHCD. Staff anticipates that the contract grant agreement will be executed with DHCD by calendar year-end.

d. Transportation

- i. Safe Streets and Road for All (SS4A) Comprehensive Safety Action Plan: Move Safely Blue Ridge is the region's plan to reduce roadway fatalities and serious injuries for all road users no matter their choice of transportation.

Completed Activities

- Round II of Public Engagement
 - Conducted 12 pop-up events (two per jurisdiction) to promote the *Move Safely Blue Ridge* project and engage the community in providing feedback

Ongoing Efforts

- Round II of Public Engagement
 - Collecting community feedback through a survey to identify projects that could enhance roadway safety.
 - Analyzing survey responses to determine potential safety solutions based on public input
 - Survey period: Open from November 7 to December 6, 2024.

Upcoming Efforts

- Virtual Public Meetings – Round II of public engagement
 - Meeting #1: December 11, 2024, 12:00 pm – 12:45 pm
 - Meeting #2: December 11, 2024, 5:00 pm – 5:45 pm
 - Register at: <https://bit.ly/BlueRidge-OpenHouse>
- Working Group Meeting #5
 - January 16, 2025, 10:00 am – 12:00 pm

e. Environment–

- i. Solid Waste Management Plan: The GFL of Virginia is submitting an application to the Virginia Department of Environmental Quality (DEQ) to increase operating capacity of a transfer station in Fluvanna County from 500 to 850 tons per day. According to Section 9 VAC 20-130-175.A.2, this change requires a minor amendment to the Thomas Jefferson Planning District Commission's Solid Waste Management Plan, as it involves the, "addition, deletion, or cessation of the operation of any facility that is not a solid waste disposal facility" and aligns with a "waste management strategy that is higher in the waste management hierarchy." The amendment does not require prior DEQ approval or public notice. As such, the TJPDC staff has updated the plan accordingly and is notifying DEQ of the change. Included as appendices to this report are, 1) A copy of the Revised Solid Waste Management Plan, 2) A letter to DEQ notifying them of the change, and 3) Troy Transfer's updated Operation's Manual (revised October 17, 2024). No action is required on this item.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).
- b. **There is no January Meeting. The next Commission meeting will be held on Thursday, February 6, 2025.**

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

- i. New Commission Member Orientation
- ii. FY26 Rideshare Work Program and Grant Application – Presentation
- iii. FY26 PATH Mobility Management and Grant Application – Presentation
- iv. Deliver FY25 Amended Draft Budget – No Action
- v. FY25 Quarter Two (Oct-Dec) Financial Report

9. *Adjourn

Designates Items to be Voted On
