

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: February 6, 2025
Re: Executive Director's Report

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

Administration:

- February 6, 2025, 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 Introductions** – *Christine Jacobs*
 - i. Taylor Jenkins, Director of Transportation
 - ii. Joe Klodzinski, VATI Project Administrative Assistant
 - iii. Igor Kalina, PATH/Mobility Management Transportation Counselor
 - iv. Sarah Richardson, PATH Transportation Assistant
- b. **FFY26 PATH/Mobility Management** – *Lucinda Shannon*

In the December meeting, the Commission provided a resolution of support for the FFY26 grant application to the Virginia Department of Rail and Public Transportation (DRPT) to continue our PATH program providing support to seniors and individuals with disabilities in identifying available transportation options. Staff will provide a brief overview of the application and planned activities for FY26, should the grant be awarded. A copy of the staff's presentation will be provided following the meeting.

- c. **FY MERIT Technical Assistance Grant Application** – *Lucinda Shannon*

The newly formed Charlottesville Area Regional Transit Authority will hold its initial meeting in the early months of calendar year 2025. To identify a work plan for CARTA,

staff is applying for a DRPT MERIT Technical Assistance Grant to review all existing planning documents (to include, but not limited to, the Regional Vision Plan, the Transit Governance Study, and Transit Providers' Transit Development and Transit Strategic Plans) to develop and prioritize regional implementation activities. Staff will present on the application and proposed work plan. A copy of the staff's presentation will be shared following the meeting.

4. Consent Agenda – Chair O'Brien

Copies of the following materials are included in the meeting materials:

- a. ***Minutes of December 5, 2024, Commission Meeting**
- b. ***Minutes of January 9, 2025, Special Session of the Commission**
- c. ***November and December Financial Reports**
 - i. November and December Dashboard Report
 - ii. November Consolidated Profit & Loss Statement and Balance Sheet
 - iii. December Consolidated Profit & Loss Statement and Balance Sheet
 - iv. December Accrued Revenue Report
 - v.

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

5. New Business

- a. ***Central Virginia Regional Housing Partnership 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 one new member 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 Kurt Kesecker as the TJPDC Appointed Design Professional for the Central Virginia Regional Housing Partnership.

- b. ***Quarter Two (October – December) Staff Memo and Financial Report – Ruth Emerick**

Staff will give an update on the TJPDC's financial performance for quarter one of Fiscal Year 2025. Included in the meeting materials are a staff memo and a Quarter One Profit and Loss Prior Year Comparison Statement.

***Recommended Action:** Staff recommends a motion to accept the Quarter Two financials, as presented.

- c. **FY25 Draft Amended Operating Budget – Christine Jacobs**

Staff will present the FY25 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft

will be brought be for the Commission in their March meeting for consideration and approval. The approved amended budget will be the final approved budget for FY25 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to update budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A detailed FY25 budget memo is included in the meeting materials and provides more details of the recommended changes. FY25 will be another positive financial year for the TJPDC.

6. Old Business

None

7. Executive Director's Monthly Report

- a. Administrative: VACO Local Government Day – Two staff members attended the VACO Local Government Day in Richmond in January. Additionally, staff attended the VAPDC Board and Executive Director's meeting while in Richmond.
- 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 January are as follows:

- 1,600 miles of field data collection.
- 3,351 miles of fiber design.
- 1,772 miles of make ready construction.
- Seven communications huts set.
- 1,347 miles of aerial fiber placement.
- 615 miles of underground fiber placement.
- 1,471 miles of splicing.
- 16,009 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, the TJPDC staff conduct site visits to monitor ongoing work across the project area. On December 11, TJPDC staff conducted a site visit to observe the Goochland hut installation on Sandy Hook Road in Goochland County. This hut was purchased through the USDA ReConnect program and will provide connectivity to thousands of VATI passings in the eastern region of Goochland County not already connected to CVEC's system as well as parts of Powhatan County.

There is a scheduled site visit on 1/30/25 to visit a recently completed aerial fiber construction in Madison County.

- c. Virginia Telecommunications Initiative (VATI) 2024: The TJPDC and Firefly's \$12.2 million VATI 2024 grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in ten central Virginia counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. The contract grant agreement was executed with DHCD on January 7, 2025.

- 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
 - Held twelve pop-up events (two per jurisdiction) to promote the *Move Safely Blue Ridge* project and gather community feedback.
 - Conducted a community survey to identify roadway safety enhancement projects.
 - Analyzed survey responses to identify potential safety solutions based on public input.
 - Featured the *Move Safely Blue Ridge* discussion on the "Let's Talk Albemarle" podcast.
- 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.
 - Working Group Meeting #5: January 16, 2025.

Ongoing Efforts

- City of Charlottesville Demo Project Coordination
 - Coordinating the implementation of the East High St–Meade Avenue demo project.
 - Preparing for a survey launch in February to gather feedback, running through March 7, 2025.
 - Organizing a public meeting to seek input on which implementation project residents believe will have the greatest safety impact, scheduled for February 25, 2025, at 5:00 PM.

Upcoming Efforts

- Draft Comprehensive Safety Action Plan completion and preparation for review.
- Round III of Public Engagement focused on gathering feedback on the draft *Comprehensive Safety Action Plan*.

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, March 6, 2025. There will be a Finance/Executive Committee Meeting preceding the March 6th meeting at 5:15 pm.**

Items for next meeting:

- i. FY26 Rideshare Work Program and Grant Application – Presentation
- ii. FY26 Draft Rural Transportation Work Program and Budget - Presentation
- iii. *FY26 5-Year Strategic Plan – For Approval
- iv. *FY25 Final Amended Operating Budget – For Approval
- v. VATI Six-Month Update – Presentation
- vi. Executive Director Evaluation Process Begins
- vii. TJPDC Corporation – Appoint New Members, if needed

9. *Adjourn

Designates Items to be Voted On
