

MEMORANDUM

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

Purpose: To review the current agenda packet and inform Commissioners of agency activities since February 6, 2024. Items with an asterisk (*) require action from the Commission.

March 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 – TJPDC Staff

- a. **VATI Six-Month Presentation/Update – Lori Allshouse**
Staff will update the commission on the administration of the VATI 2022 and VATI 2024 programs. A written update is provided in the Executive Director's Monthly Report section below. A copy of the staff's presentation is included in the meeting packet.
- b. **Draft FY26 Draft Rideshare Work Program and Grant Application – Sara Pennington**
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 was due February 1, 2025. Staff will present the proposed FY26 work program. A copy of the draft work program and grant application are included in the meeting packet.
- c. **Draft FY26 Rural Transportation Work Program and Budget Presentation – Sara Pennington**
Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% local match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April

meeting for consideration and approval. A copy of the staff's presentation and the draft Work Plan and Budget are included in the meeting materials.

4. Consent Agenda – Chair O'Brien

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

- a. ***Minutes of February 6, 2025, Commission Meeting**
- b. ***January Financial Reports**
 - i. January Dashboard Report
 - ii. January Consolidated Profit & Loss Statement
 - iii. January Balance Sheet
 - iv. January Accrued Revenue Report
- c. ***Rideshare Commuter Assistance Program Five Year Strategic Plan and Resolution**

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

5. *Old Business

- a. ***FY25 Amended Operating Budget Resolution – Christine Jacobs**
 - i. Staff Memo, Budget Totals, Revenues, and Local Contributions

Staff will present the final Amended Operating budget for review and consideration. There have been no changes to the draft budget since it was presented to the commission in the February 6, 2025, meeting. The budget includes total projected revenue of \$48,257,467 and expenditures of \$46,276,746 for an anticipated net gain of \$253,852. Included in the meeting packet are the budget totals, budget revenues, and local contributions.

***Recommended Action:** Staff recommends a motion to approve the FY25 Amended Operating Budget as presented and as recommended by the TJPDC Finance/Executive Committee.

6. New Business

- a. **Executive Director Evaluation Begins – Christine Jacobs**
 - i. Performance Evaluation Form: Staff
 - ii. Performance Evaluation Form: Commission

In FY24, the commission and staff developed two new tools to evaluate the performance of the Executive Director, one tool for commissioners and one for TJPDC staff. Included in the meeting packet are copies of each of the tools. Staff will seek direction on the process for evaluating the Executive Director for FY25. A tentative schedule includes:

- March 6, 2025 – Executive Director (ED) Evaluation Begins (Commission Meeting)
- March 7, 2025 - March 21, 2025 – Staff evaluate ED and send results to Human Resources Director by March 21, 2025, 5:00 pm. HR Director provides summary results to ED and Chair by Friday, March 28, 2025.

- March 7, 2025 – March 21, 2025 – Commissioners independently evaluate ED and send results to Chair by March 21, 2025, 5:00 pm. Chair provides evaluation summary to ED by Thursday, April 3, 2025.
- Thursday, April 3, 2025 – Closed Session Evaluation with Commissioners – ED provides evaluation summary to Commissioners.
- April 4, 2025 – April 30, 2025 – 1:1 Meeting Evaluation with Chair and ED
- Thursday, May 1, 2025 – Final Evaluation during Closed Session with ED and full Commission

7. Executive Director's Monthly Report

- a. **Administrative:** VLGMA Winter Conference – One staff member attended the Virginia Local Government Management Association's Winter conference held at the OMNI Charlottesville. Additionally, staff are working with the owner of the TJPDC office building to consider possible upgrades/renovations and the associated costs. Staff will schedule a meeting of the buildings committee to review options and consider a lease renewal with potential renovations.
- 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.

VATI 22 Project milestones reported to DHCD in February are as follows:

- 1,600 miles of field data collection.
- 3,381 miles of fiber design.
- 1,812 miles of make ready construction.
- Seven communications huts set.
- 1,375 miles of aerial fiber placement.
- 627 miles of underground fiber placement.
- 1,542 miles of splicing.
- 16,969 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 January 31, TJPDC staff conducted a site visit to view completed aerial fiber construction along Graves Mill Road in Madison County. This is part of the RDOF area recently transferred to Firefly. The mainline construction is complete, with splicing underway.

- c. **Virginia Telecommunications Initiative (VATI) 2024**: The TJPCD 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 10 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.

Highlights of the February VATI 24 project performance report are as follows:

- Field data collection and fiber design underway.
- 19,200 linear feet of fiber completed.
- 126 passings.

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
- Virtual Public Meetings
- City of Charlottesville – East High St. Safety Demonstration Project
 - Held a public meeting on February 25, 2025, at 5:30 PM at Burnley-Moran Elementary School to gather input on preferred implementation strategies.

Ongoing Efforts

- Conducting individual meetings with each locality to review safety criteria, the *Existing Conditions Report*, and jurisdictional safety data from the High-Injury Network (HIN) ensuring alignment with regional transportation safety priorities.
- City of Charlottesville – East High St. Safety Demonstration Project
 - Coordinating public engagement efforts for the East High St. Safety Demonstration Project.
 - Collecting feedback through a public survey, open through March 7, 2025.
- Regional Transportation Safety Feedback
 - Engaging with the Virginia Farm Bureau to gather input from ranchers and farmers on transportation safety concerns.
 - Incorporating feedback into the draft *Comprehensive Safety Action Plan*.

Upcoming Efforts

- Integrating feedback from the one-on-one meetings into the draft *Comprehensive Safety Action Plan*, with presentations planned for county Board of Supervisors meetings in April and May.
- Finalizing revisions based on stakeholder input before seeking formal adoption of the plan.

*****Highlighted Rural Focus – Road Safety Roundtable for Farmers and Ranchers:***
Based on feedback we received from the SS4A January's stakeholder Working

Group; we've invited a select group of farmers and ranchers to discuss roadway safety concerns and solutions in the region. As such, tomorrow Thursday 2. 27. 2025, the project team is hosting a meeting in person with the Virginia Farmer's Bureau. The meeting will take place from 12:00 p.m. –1:30 p.m. (Doors open at 11:30 a.m.) at the Virginia Department Forestry here in Charlottesville. This is an invited-only meeting so let us know if you'd like to attend or have anyone who might be interested in attending. The purpose of this meeting is to share experiences, identify key safety concerns, and explore potential solutions to improve roadway safety for farmers and ranchers.

- ii. Charlottesville-Albemarle MPO FY26 Unified Planning Work Program (UPWP) guiding transportation planning activities for the CA-MPO has been drafted. It was presented to the CA-MPO Technical Committee on 2/18 and the CA-MPO Policy Board on 2/26. We anticipate Policy Board adoption at their 4/23 meeting. An overview of the UPWP will be presented to the TJPDC Commission in their April meeting.
- iii. Rural Transportation Advisory Committee FY26 Rural Work Program guiding rural transportation planning activities has been drafted. It was presented to the Rural Technical Advisory Committee on 2/18 and will be presented to the Commission on 3/6. Timeline for Commission Approval is at the 4/10 meeting.
- iv. Mobility Management: DRPT approved a grant application for volunteer driver program training and certification. Through our PATH program, TJPDC plans to expand support of local volunteer driver programs. Completion of the Volunteer Transportation Manager Certification will provide deeper knowledge of how those programs work and how to improve them. Recent PATH helpline call stats:
 - November: 8, November: 3, January: 17, Total: 28
 - Charlottesville: 3, Albemarle: 11, Nelson: 2, Fluvanna: 7, Louisa: 3, Greene: 1, Other: 1, Unknown:1
- v. CARTA: The Charlottesville-Albemarle Regional Transit Authority (CARTA) held its first Board meeting on 2/20.
- e. Legislative: The General Assembly adjourned on February 22. During the session, the Director of Legislative Services monitored hundreds of bills of interest to local governments and planning districts. Staff advocated for several bills requested by local governments in the region, and also for nearly a dozen requested budget amendments. Six legislative updates were produced and distributed during the six-and-one-half week legislative session.

- f. **Blue Ridge Cigarette Tax Board**: The BRCTB met in late January and received updates on cigarette/vape bills introduced in the General Assembly and on cigarette packs sold and tax revenues generated for the 10 jurisdictions that make up the Board. Generally, sales of cigarettes in the region continue on a slightly downward trend.

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, April 10, 2025 (*Date change*).

Items for next meeting:

- I. Appointment of Nominating Committee for Officers
- II. Deliver FY26 Operating Budget Draft/Budget Memo – no action
- III. *FY26 Rural Transportation Work Program and Budget and Resolution
- IV. FY26 CA-MPO Unified Planning and Work Program update – no action
- V. Blue Ridge Cigarette Tax Board Update
- VI. Executive Director Evaluation (Closed Session)

9. Adjourn

Designates Items to be Voted On
