

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: April 10, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since March 6, 2025. Items with an asterisk (*) require action from the Commission.

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. **Blue Ridge Cigarette Tax Board (BRCTB) update** – *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. **Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY26 Unified Planning Work Program (UPWP) Draft and Presentation** – *Taylor Jenkins*
Staff will present a high-level overview of the CA-MPO draft work plan and budget (UPWP). The UPWP was first reviewed by the CA-MPO Policy Board, Technical Committee, and Citizen's Advisory Committee in their February and March meetings. Following the Commission's review, the plan will go before the MPO Policy Board in their April meeting for consideration/approval. A copy of the draft UPWP as well as a copy of the staff's presentation 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 March 6, 2025, Commission Meeting**
- b. ***February Financial Reports**
 - i. February Dashboard Report
 - ii. February Consolidated Profit & Loss Statement
 - iii. February Balance Sheet
 - iv. February Accrued Revenue Report
- c. ***FY26 Rural Transportation Work Program and Budget with Resolution**

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

5. Old Business

- a. **None**

6. *New Business

- a. ***Classification and Compensation Study Results – Shari Fallon, Gallagher**

The TJPDC contracted with Gallagher to complete a Classification and Compensation study to inform the TJPDC salary structure and benefits options. Staff have been working with the Finance/Executive committee to seek direction and receive a recommendation on implementing options within the study. Shari Fallon from Gallagher will present to the full commission on the study's findings, several options that were considered, and a final recommendation for classification and compensation for the TJPDC. Staff will seek direction in the form of a consensus on moving forward to incorporate the preferred option in the FY26 draft budget to be presented in May.

***Recommended Action:** The Finance/Executive Committee recommends a motion to the Commission to direct staff to incorporate *Option "X" (dependent upon Finance/Executive recommendation preceding commission meeting)* into the FY26 Draft Operating Budget. Additionally, should the budget not support a one-year implementation timeline, the Commission directs staff to explore a two- or three-year implementation timeline.

- b. **Appointment of Nominating Committee for TJPDC Officers – Chair O'Brien**

The TJPDC elects officers at its June meeting. The Chair appoints a nominating committee in April. The nominating committee presents a slate of recommended officers in May. Current officers are:

- Tony O'Brien, Chair
- Michael Payne, Vice Chair
- Keith Smith, Treasurer
- Christine Jacobs, Secretary

Historical officers include:

	Chair	Vice Chair	Treasurer
FY25	Tony O'Brien, Fluvanna	Michael Payne, Charlottesville	Keith Smith, Fluvanna
FY24	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY23	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY22	Jesse Rutherford, Nelson	Dale Herring, Greene	Keith Smith, Fluvanna
FY21	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna
FY20	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna

7. Executive Director's Monthly Report

- a. **Local Planning Support:** The TJPDC staff may be supporting several local planning/zoning efforts beginning in April. Scopes of work and proposals are under development. Additional details will be shared in future meetings. Not all projects have been confirmed to date.
- Greene County/Town of Stanardsville – Producing charts and graphics for the Town of Stanardsville's Housing and Community Services chapter of their Comprehensive Plan.
 - Nelson County – Serving on a working group to support an update on how Nelson County regulates short-term rentals (STR) of dwellings.
 - Town of Mineral – The TJPDC was asked by the Town of Mineral to potentially support the development of an Historic Overlay District. The Mineral Planning Commission decided to table their recommendation to the board until a future meeting so that all members could be present and additional research can be done on the impacts of overlay districts.
 - Fluvanna County – Working with Fluvanna Planning staff to tabulate survey responses and produce a survey summary report following their Comprehensive Plan survey deployment.
- b. **Regional Water Supply Planning:** Staff attended the required Department of Environmental Quality's (DEQ) regional kick off meetings for the two Regional Planning Units (RPU) that include localities within Planning District 10. RPU1, the Middle James 1, includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Buckingham, and the Towns of Dillwyn, Louisa, Mineral, Scottsville, and Stanardsville. RPU2, the Middle James 2, includes the counties of Nelson, Amherst, Lynchburg, Appomattox, and Campbell and its inclusive Towns. The TJPDC has assumed the role of the lead coordinating agency for RPU1 and submitted an initial planning grant application to DEQ for a small tranche of administrative funds to organize the planning process. TJPDC staff will serve as a stakeholder in RPU2 with another agency taking the lead coordinating role. Additionally, a proportionate portion of FY26 local per capita funding will be allocated to support TJPDC staff time in the short term as additional funds are sought at the state level to support the planning process.
- c. **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 March are as follows:

- 1,600 miles of field data collection.
- 3,623 miles of fiber design.
- 1,869 miles of make ready construction.
- Seven communications huts set.
- 1,398 miles of aerial fiber placement.
- 633 miles of underground fiber placement.
- 1,587 miles of splicing.
- 18,190 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.

- d. **Virginia Telecommunications Initiative (VATI) 2024:** The TJPDC and Firefly's \$12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene, and Louisa Counties in our Planning District. Monthly progress reports are submitted to DHCD.

Highlights of the March VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 17,600 linear feet of fiber completed.
- 126 passings.

Site Visits: Each month, TJPDC staff conduct site visits to monitor ongoing work across the project area. On February 26, TJPDC staff observed site work underway at the newly set Decapolis Communications Hut on Hoover Road in Madison County. This hut will serve the remaining VATI 22 zones in Madison County as well as a large VATI 24 area in the northwest Corner of the county including the areas of Etlan and Syria. On March 3, TJPDC staff conducted a site visit in the Naola area of Amherst County and viewed completed aerial fiber construction located in a more remote area of the County near the Blue Ridge Parkway.

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

- Conducted 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.
- Completed the Draft Comprehensive Safety Action Plan.

Ongoing Efforts

- City of Charlottesville – East High St. Safety Demonstration Project
 - Coordinating with City Staff a presentation of the East High St. Safety Demonstration Project for the intersections of East High St., Meade Avenue, and Stewart St. at the April 21, 2025, City Council Meeting.
 - The City Council will select one of the three proposed concepts for implementation during the summer of 2025.

Upcoming Efforts

- TJPDC will present the Draft Comprehensive Safety Action Plan to each jurisdiction's Board of Supervisors, with adoption following presentations:
 - Nelson County – Presentation: April 8 | Adoption: May 13
 - Fluvanna County – Presentation: April 16 | Adoption: May 7
 - City of Charlottesville – Presentation: April 21 | Adoption: May 19
 - Greene County – Presentation: April 22 | Adoption: May 13
 - Louisa County – Presentation: May 5 | Adoption: May 19
 - Albemarle County – Presentation: May 7 | Adoption: May 21
- TJPDC will also present the Draft Safety Action Plan to the TJPDC Commissioners on May 1, 2025, for adoption.
- ii. CARTA: The Charlottesville-Albemarle Regional Transit Authority (CARTA) held its second Board meeting on March 27, 2025. They will continue to meet every other month on the 4th Thursday beginning in May of 2025.
- iii. PATH/Mobility Management:

Recent Activities

- Held a workshop at the Charlottesville Redevelopment and Housing Authority
- Staffed the PVTC Live After School Expo
- Held a workshop at Fluvanna County High School Special Education Program

Upcoming Activities

- Collaboration with JABA: workshops in Stanardsville, Esmont, Lovingson
 - Collaboration with JMRL Libraries: workshops in Mineral and Crozet
 - Collaboration with The Center at Belvedere: workshops and travel training
 - Collaboration with Fluvanna County High School Special Education program (more workshops + travel training)
 - Collaboration with Louisa County Public Schools: 2 presentations on fairs (elementary/middle school and high school); workshops and travel training with Special Education program
 - Staff is engaging with Virginia Industries for the Blind regarding workshop (early stage)
 - Staff in engaging with Sentara's Case Management and Patient Care departments regarding workshops/presentations (early stage)
 - Staff supported the first client of the Transportation Assistance Fund will get a ride
 - Staff will attend the 2025 How-To Festival at JMRL Library in May
- iv. Other Transportation:
 - Staff attended the Charlottesville-Albemarle Mobility Summit
 - Staff attended a Professional Development session in Lynchburg for VDOT's Geographic Information Systems (GIS) Day
 - Staff continue to work on the Regional Transportation Model Update, working with VDOT and consultants to collect and review data
 - Staff continue to participate in APA/VA, AMPO, VTA informational sessions

e. **Environment**

- i. Solid Waste Plan: Regional recycling rate outreach is ongoing and the final report will be submitted to DEQ by April 30, 2025
- ii. Watershed Improvement Program (WIP): IJA funds are still on hold; Greene rain barrel workshop was held in early March at Jack's Shop Kitchen, providing 21 rain barrels to the community in partnership with the CSWCD. The next workshop is at King Family Vineyard in Albemarle County on April 9th.
- iii. Rivanna River Basin Commission (RRBC): The next RRBC meeting was rescheduled for April 10, 2025, at 1:30 pm.

8. Closed Session Per Code of Virginia 2.2-3711 A.1. – Executive Director Evaluation – Commissioners will gather in closed session to review the results of the two evaluation tools used for the annual review of the Executive Director.

9. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – May 1, 2025, 7:00 pm
Finance/Executive Committee 5:30 pm – Pre-Audit Meeting

Items for next meeting:

- i. Finance/Executive Committee Meeting (5:15 pm) – Pre-Audit Meeting
- ii. Legislative Report
- iii. Safe Streets and Roads for All Presentation
- iv. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding
- v. Deliver FY26 Draft Operating Budget/Memo
- vi. TJPDC Officer Slate Notice from Nominating Committee
- vii. FY25 Quarter Three Financial Report (Jan-Mar)
- viii. DHCD CDBG Regional Priorities
- ix. Executive Director Evaluation (Closed Session)

10. Adjourn

Designates Items to be Voted On
