Thomas Jefferson Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
Thursday, April 10, 2025, at 7:00 pm
In-Person Meeting
Water Street Center, 407 E. Water Street
Charlottsville, VA 22902

AGENDA

Join Zoom Meeting:
https://us02web.zoom.us/j/87233569988
Meeting ID: 872 3356 9988 **Passcode**: 890061
By call-in: 1 (301) 715-8592

1.	**Call to Order**	
	a. Call to Order, Roll Call – *Chair O'Brien, Ruth Emerick*	7:00 – 7:05
	b. *Vote to Allow Electronic Participation, if needed – *Chair O'Brien, Ruth Emerick*	
2.	**Matters from the Public**	
	a. Comments by the public are limited to no more than 2 minutes per person.	7:05 – 7:10
	b. Comments provided via email, online, website, etc. *(Read by Ruth Emerick)*	
3.	**Presentations**	
	a. Blue Ridge Cigarette Tax Board (BRCTB) Update – *David Blount*	7:10 – 7:20
	b. Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY26 Unified Planning Work Program Draft and Presentation – *Taylor Jenkins*	7:20 – 7:30
4.	***Consent Agenda** – *Chair O'Brien*	7:30 – 7:35
	a. *Minutes of March 6, 2025, 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	
5.	**Old Business**	
	a. None	7:35 – 7:35
6.	***New Business**	
	a. *Classification and Compensation Study Results – *Shari Fallon, Gallagher*	7:35– 8:05
	b. Appointment of Nominating Committee for Officers – *Tony O'Brien*	8:05 – 8:10
7.	**Executive Director's Report**	8:10 – 8:15
	a. Monthly Report – *Christine Jacobs*	
8.	***Closed Session**	8:15 – 8:35
	Per Code of Virginia 2.2-3711 A.1. – Executive Director Annual Evaluation	
9.	**Other Business**	
	a. Roundtable Discussion by Jurisdiction *(Time Permitting)*	8:45 – 8:55
	b. Next Meeting – May 1, 2025, 7:00 pm	
	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 8:55

** Designates Items to be Voted On*

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d'Oronzio	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Taylor Jenkins	Director of Transportation
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Program Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Joe Klodzinski	VATI Administrative Assistant
Gorjan Gjorgjievski	Regional Transportation Planner II
Isabella O'Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Sarah Richardson	PATH Transportation Assistant
Igor Kalina	PATH Transportation Counselor
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lshannon@tjpdc.org or visit the website www.tjpdc.org.

Blue Ridge Cigarette Tax Board

April 2025

BRCTB

1

Regional Cigarette Tax Board

How It Works

- Blue Ridge Cigarette Tax Board established October 2021. Members are Albemarle, Augusta, Fluvanna, Greene, Madison, Orange and Rockingham counties; Charlottesville; Towns of Madison and Mt. Crawford.
- Local taxes first levied effective Jan. 2022.
- As administrator for the BRCTB, TJPDC works with 25+ distributors who 1) submit monthly reports on their sales of cigarettes to retailers, and 2) remit revenue designated for each member jurisdiction.
- TJPDC tracks/reconciles stamp purchases, pack sales, and revenues.
- TJPDC, on a monthly basis, distributes revenue to BRCTB members, net actual administrative costs and a 2% dealer discount.

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Regional Cigarette Tax Board

Cigarette Sales and Tax Revenue Generated

- January 2025 revenue: ~$262K
- July - Dec 2024 revenue: ~$1.7M
- Total packs sold (July - Jan): ~5.2M
- Admin costs (July - Jan): ~$66.5K
- Of note:
  - Overall, packs sold and revenues continue to trend downward for most jurisdictions year over year
  - Expenses may fluctuate, but are averaging about $9,500 per month this year, spread across the members

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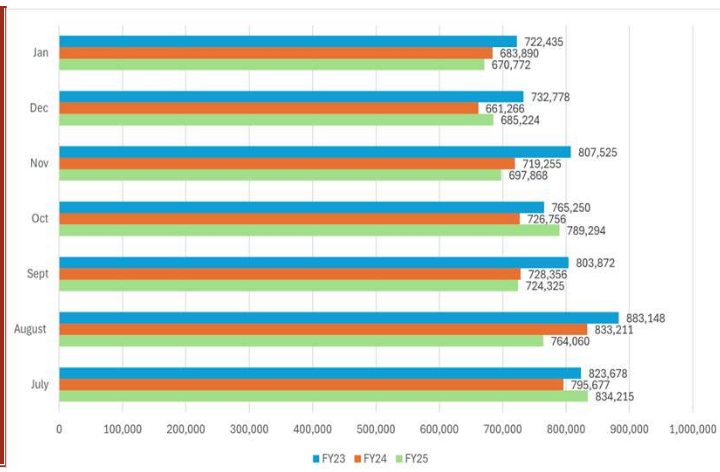
Regional Cigarette Tax Board

Packs Sold Jul – Jan FY23 - FY25 Comparison



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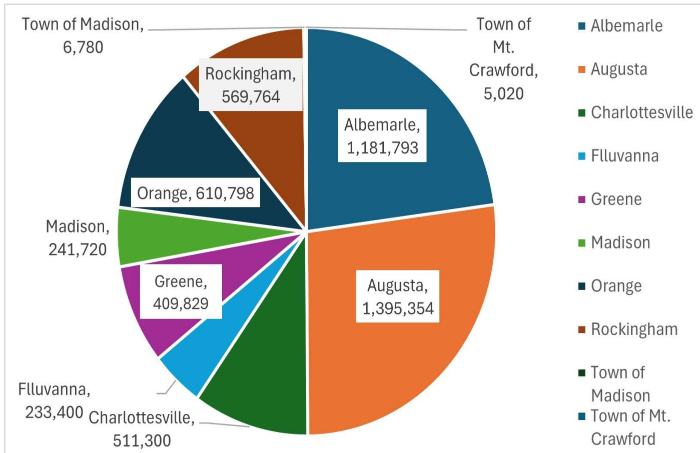
Regional Cigarette Tax Board

FY25 Total Packs Sold by Jurisdiction (Jul '24 – Jan '25)



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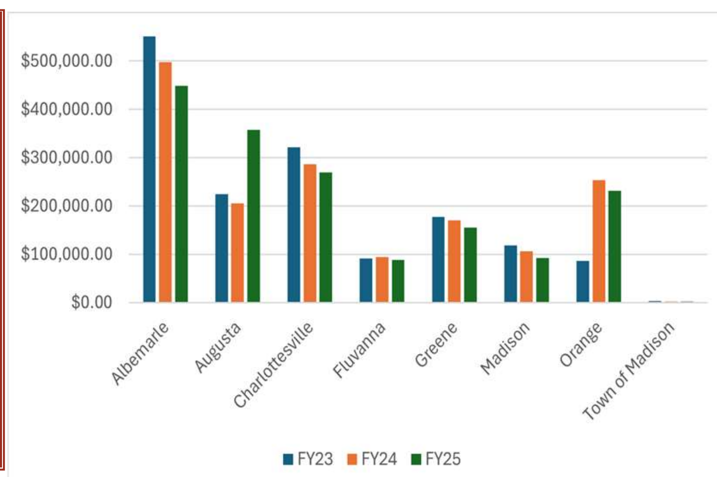
Regional Cigarette Tax Board

Total Allocation Jul - Jan FY23 - FY25 Comparison



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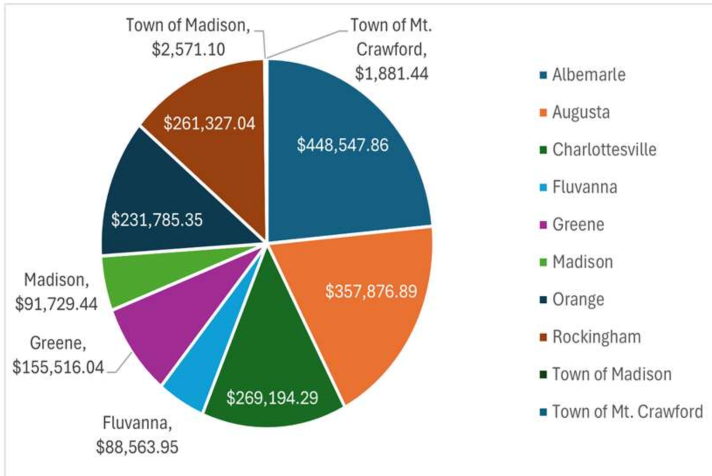
Regional Cigarette Tax Board

FY25 Allocation by Jurisdiction (Jul '24 – Jan '25)



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Regional Cigarette Tax Board

What's New with the Board?

- Town of Mount Crawford (Rockingham County) joined the Board, effective January 1.
- Jennifer Whetzel (Augusta) is current chair; next meeting is April 28; will consider FY26 budget of ~$3.4 million.
- The Board approved some changes to the Policy on Obligations of New Members to the Board, necessitated by changes to the Board's Policy on Reserve Funds.
- We completed the annual registration and permitting process for distributors shortly after the beginning of the year. Approximately 25 distributors are registered.
- "Heat, not Burn" products: These may be taxed in accordance with their rules regarding "cigarettes," as both these product types <u>are</u> "cigarettes" under current Virginia law.

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Regional Cigarette Tax Board

Compliance Efforts

- The compliance agent works cooperatively with retailers to resolve any compliance issues, and have had only a few minor issues this past year.
- The Board put in place a process to address any appeals of seizure of noncompliant product, but have not done any seizures.
- Retailers: Ongoing goal to educate, inform and work with 250+ retailers to ensure compliance.
- Distributors: If reports/remittances are late, a three-step process is in place that includes a warning, assessment of a 10% penalty, and then placing the distributor on probation.

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Regional Cigarette Tax Board

Blue Ridge Cigarette Tax Board

https://tjpdc.org/brctb/

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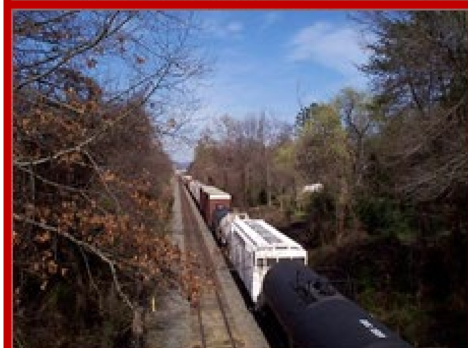


Unified Planning Work Program (UPWP)

Fiscal Year 2026

July 1, 2025 – June 30, 2026

Approved _____, 2025

Thomas Jefferson Planning District Commission
Charlottesville/Albemarle MPO

VDOT Virginia Department of Transportation

DRPT Virginia Department of Rail and Public Transportation

U.S. Department of Transportation Federal Highway Administration

FTA Federal Transit Administration

Preface

Prepared on behalf of the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) by the staff of the Thomas Jefferson Planning District Commission (TJPDC) through a cooperative process involving the City of Charlottesville and the County of Albemarle, Charlottesville Area Transit (CAT), Jaunt, University of Virginia (UVA), the Virginia Department of Transportation (VDOT), the Department of Rail and Public Transportation (DRPT), the Federal Highway Administration (FHWA), and the Federal Transit Administration (FTA).

The preparation of this work program was financially aided through grants from FHWA, FTA, DRPT, and VDOT.

Table of Contents

List of Acronyms

The following transportation-related acronyms are used in this document:

3-C Planning Process	Federal Planning Process which ensures that transportation planning is continuing, comprehensive, and coordinated in the way it is conducted
AADT	Annual Average Daily Traffic
BUILD	Better Utilizing Investments to Leverage Development Grant Program
BRT	Bus Rapid Transit
CA-MPO	Charlottesville-Albemarle Metropolitan Planning Organization
CARTA	Charlottesville Area Regional Transit Authority
CAT	Charlottesville Area Transit
CTAC	Citizens Transportation Advisory Committee
CTB	Commonwealth Transportation Board
DRPT	Virginia Department of Rail and Public Transportation
EV	Electric Vehicle
FHWA	Federal Highway Administration
FTA	Federal Transit Administration
FY	Fiscal Year (refers to the state fiscal year July 1 – June 30)
GIS	Geographic Information System
JAUNT	Regional transit service provider to Charlottesville City, and Albemarle, Fluvanna, Louisa, Nelson, Buckingham, Greene and Orange Counties
LRTP	Long Range Transportation Plan
MAP-21	Moving Ahead for Progress in the 21st Century (legislation governing the metropolitan planning process)
MPO	Metropolitan Planning Organization
OIPI	Office of Intermodal Planning and Investment
PL	FHWA Planning Funding (used by MPO)
RAISE	USDOT Rebuilding American Infrastructure with Sustainability and Equity
RTP	Regional Transit Partnership

RideShare	Travel Demand Management (TDM) services housed at TJPDC that promote congestion relief and air quality improvement through carpool matching, vanpool formation, Guaranteed Ride Home, employer outreach, telework consulting and multimedia marketing programs for the City of Charlottesville, and Albemarle, Fluvanna, Louisa, Nelson, and Greene Counties.
RLRP	Rural Long Range Transportation Plan
RTA	Regional Transit Authority
RTP	Rural Transportation Program
SAFETEA-LU	Safe, Accountable, Flexible, Efficient, Transportation Equity Act: A Legacy for Users (legislation that formerly governed the metropolitan planning process)
SAWMPO	Staunton-Augusta-Waynesboro Metropolitan Planning Organization
SOV	Single Occupant Vehicle
SPR	FHWA State Planning and Research Funding (used by VDOT to support MPO)
SS4A	Safe Streets and Roads for All (USDOT Discretionary Grant)
STIP	The Statewide Transportation Improvement Program (STIP) is a required four-year planning document developed in coordination with MPOs and public transportation providers. It incorporates the MPO's TIP.
SYIP	The Six Year Improvement Plan (SYIP) is Virginia's annually updated budget document that identifies planned spending for transportation projects statewide.
TAZ	Traffic Analysis Zone
TDP	Transit Development Plan (for CAT and JAUNT)
TDM	Travel Demand Management
TIP	The Transportation Improvement Program (TIP) is a required four-year planning document with all federally funded, regionally significant transportation projects. It is updated every four years and maintained by CA-MPO staff.
TJPDC	Thomas Jefferson Planning District Commission
TMPD	VDOT Transportation and Mobility Planning Division
TSP	Transit Strategic Plan
UPWP	Unified Planning Work Program (also referred to as Work Program)
UTS	University Transit Service
UVA	University of Virginia

VDOT	Virginia Department of Transportation
VMT	Vehicle Miles Traveled
VPRA	Virginia Passenger Rail Authority
Work Program	Unified Planning Work Program (also referred to as UPWP)

Introduction

Purpose of the Unified Planning Work Program

The Unified Planning Work Program (UPWP) for transportation planning identifies all activities to be undertaken by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) for fiscal year 2026 (FY26). The UPWP provides a mechanism for coordination of transportation planning activities in the region and is required as a basis and condition for all federal funding assistance for transportation planning by the joint metropolitan planning regulations of the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA). The CA-MPO develops its UPWP each spring.

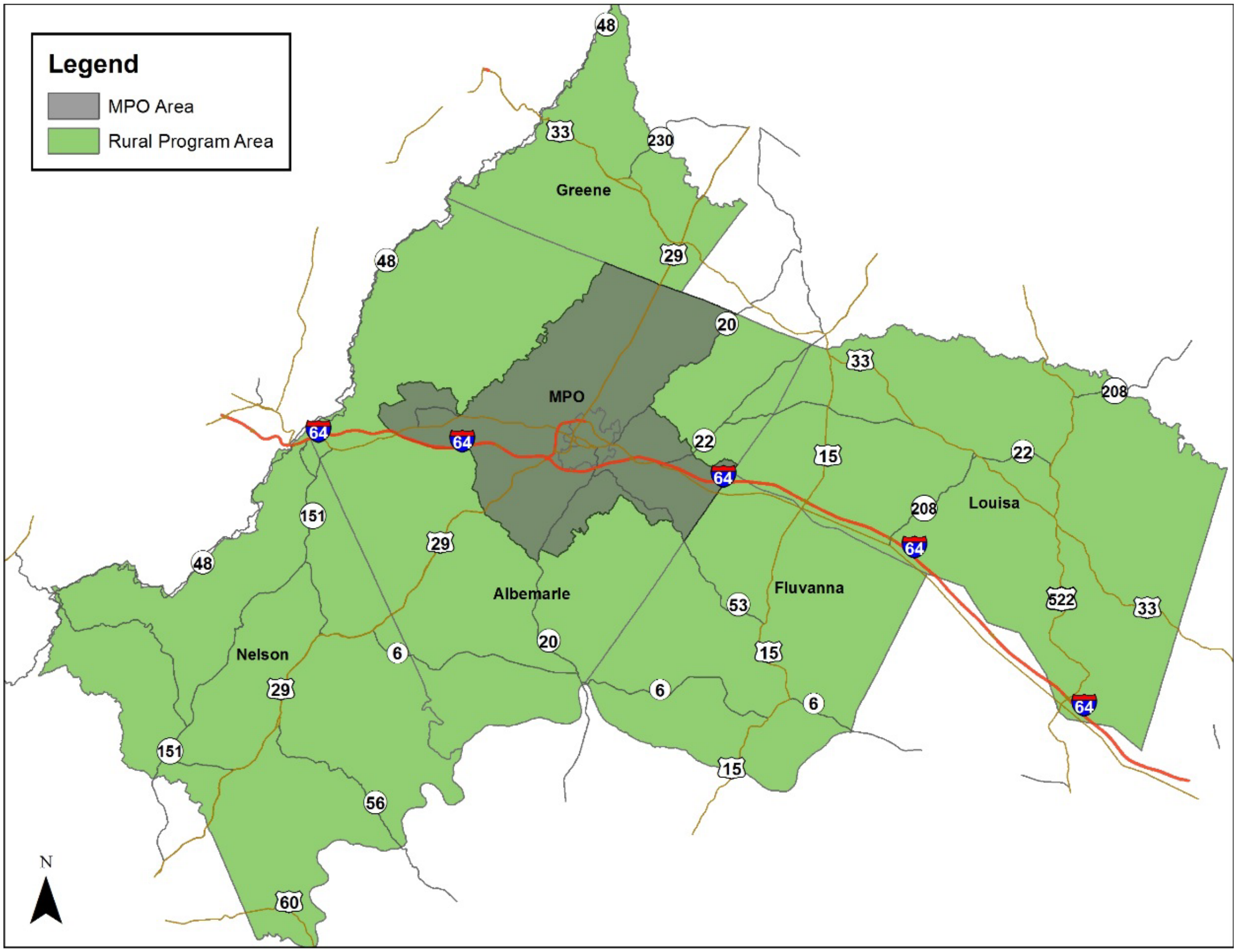
Purpose of the Metropolitan Planning Organization

CA-MPO provides a forum for conducting continuing, comprehensive, and coordinated (3-C) transportation decision-making among the City of Charlottesville, County of Albemarle, University of Virginia (UVA), Jaunt, Charlottesville Area Transit (CAT), Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT) officials. In 1982, Charlottesville and Albemarle officials established the MPO in response to a federal mandate through a memorandum of understanding signed by the Thomas Jefferson Planning District Commission (TJPDC), Jaunt, VDOT and the two localities. The same parties adopted a new agreement on July 25, 2018 (Attachment A).

The CA-MPO conducts transportation studies and ongoing planning activities, including the Transportation Improvement Program (TIP), which lists road and transit improvements approved for federal funding. The TIP is updated every four years and amended as necessary. The CA-MPO maintains the 25-year long range plan for the overall transportation network, which is updated every five years. Projects funded in the TIP are required to be in the long-range plan.

The policy making body of the CA-MPO is its Board, consisting of two representatives from the City of Charlottesville and two representatives from Albemarle County. A fifth representative is from the VDOT Culpeper District. Non-voting members include DRPT, CAT, Jaunt, UVA, the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), the Federal Transit Administration (FTA), the Thomas Jefferson Planning District Commission, and the Citizens Transportation Advisory Committee (CTAC). CA-MPO is staffed by the TJPDC, which works in conjunction with partner and professional agencies, to collect, analyze, evaluate, and prepare materials for the Policy Board and MPO Committees at their regularly scheduled meetings, as well as any sub-committee meetings deemed necessary.

The MPO area includes the City of Charlottesville and the portion of Albemarle County that is either urban or anticipated to be urban within the next 20 years. In 2013, the MPO boundaries were updated and expanded to be more consistent with 2010 census data. The Commonwealth's Secretary of Transportation approved these new boundaries in March 2013. A map of the MPO area appears on the next page:



The Metropolitan Planning Process and Long Range Transportation Plan

The transportation studies and planning efforts outlined in the UPWP are guided by the regional transportation vision, goals, issues, and priorities developed through the extensive long-range planning process. Federal law also requires that MPOs address ten planning factors in the metropolitan planning process:

- **Economic Vitality:** Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency
- **Safety:** Increase the safety of the transportation system for motorized and non-motorized users
- **Security:** Increase the security of the transportation system for motorized and non-motorized users
- **Accessibility:** Increase the accessibility and mobility of people and freight
- **Environmental Quality:** Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns

- **Connectivity:** Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight
- **Efficiency:** Promote efficient system management and operation
- **Maintenance:** Emphasize the preservation of the existing transportation system
- **Resiliency and Reliability:** Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation
- **Travel and Tourism:** Enhance travel and tourism

The Long Range Transportation Plan (LRTP) is updated every five years and guides improvements to the region's transportation system for the next 20 years. Last adopted by the CA-MPO Policy Board in May 2024, the LRTP update included an extensive visioning process with community input to develop a regional framework from which the transportation program is developed.

In addition to the ten federally identified planning factors, the following framework lenses will also be considered and addressed through Work Program tasks and deliverables:

- **Equity:** Ensure all community members, regardless of their socio-economic status, race, or ability, have access to transportation options
- **Quality of Life:** Facilitate the movement of people and goods to connect people to places they need, love, and care about
- **Climate Action:** Reduce greenhouse gas emissions from the transportation system
- **Land Use:** Connect community destinations in a manner that aligns with growth management priorities

Public Participation/Title VI Implementation

The CA-MPO makes every effort to include minority, low-income, and limited-English speaking populations in transportation planning. Throughout this document there are several tasks that specifically discuss the CA-MPO's efforts to include these populations. In addition to the UPWP, the CA-MPO also maintains a Public Participation Plan and a Title VI Implementation Plan. Both plans specify that the CA-MPO must post public notices in key locations for low-income, minority and limited-English speaking populations. Both plans state that the CA-MPO must make all official documents accessible to all members of our community. The Title VI Implementation Plan also outlines a complaint process, should a member of these specialized populations feel as though they have been discriminated against. These documents work in tandem with the UPWP to outline the CA-MPO's annual goals and processes for regional transportation planning.

Funding

Two federal agencies fund the CA-MPO's planning activity. This includes FHWA's funds, labeled as "PL," and FTA, labeled as "FTA." The FHWA funds are administered through VDOT, while FTA funds are administered through the DRPT. Funds are allocated to the TJPDC to carry out CA-MPO staffing and the 3-C process. The CA-MPO budget consists of 10% local funds, 10% state funds, and 80% federal funds.

VDOT receives federal planning funds from FHWA for State Planning and Research. These are noted with the initials "SPR." The total budget for SPR items reflects 80% federal funds and 20% state funds. Attachment B shows the tasks to be performed by VDOT's District Staff, utilizing SPR funds. VDOT's Transportation and Mobility Planning Division (TMPD), located in the VDOT Central Office, will provide statewide oversight, guidance, and support for the federally mandated Metropolitan Transportation Planning & Programming Process. TMPD will provide technical assistance to VDOT District Planning Managers, local jurisdictions, regional agencies, and various divisions within VDOT in the development of transportation planning documents for the CA-MPO areas. TMPD will participate in special studies as requested. DRPT staff also participate actively in MPO studies and committees, although funding for their staff time and resources is not allocated through the CA-MPO process.

The following tables provide information about the FY26 Work Program Budget. These tables outline the FY26 Program Funds by Source and by Agency. The second table summarizes the budget by the three Work Program tasks: Program Administration (Task 1), Long Range Transportation Planning (Task 2), and Short-Range Transportation Planning and Local, State, and Federal Agency Assistance (Task 3).

Table 1. FY26 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 238,680.40	$ 29,835.05	$ 29,835.05	$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	$ 35,802.37	$ 4,475.30	$ 4,475.30	$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover	-	-	-	-
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 109,480.80	$ 13,685.10	$ 13,685.10	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	-	-	-	-
FY-26 FTA/DRPT Total	**$ 109,480.80**	**$ 13,685.10**	**$ 13,685.10**	**$ 136,851.00**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 383,963.58**	**$ 47,995.45**	**$ 47,995.45**	**$ 479,954.47**
VDOT SPR	**$ 162,000.00**	**$ 40,500.00**	**-**	**$ 202,500.00**
Total FY26 Work Program	**$ 545,963.58**	**$ 88,495.45**	**$ 47,995.45**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

Table 2. FY26 Work Program: Funding by Task

Funding Source	Task 1: Program Administration	Task 2: Long-Range Transportation Planning	Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance	Total
	25%	*30%*	*45%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 73,224.40	$ 87,869.27	$ 131,803.91	$ 292,897.58
FY-24 PL-FHWA/VDOT Passive Rollover	$ 11,188.20	$ 13,425.84	$ 20,138.76	$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	
FY-26 PL-FHWA/VDOT Total	**$ 87,139.14**	**$ 104,021.66**	**$ 151,942.67**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,212.75	$ 41,055.30	$ 61,582.95	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	
FY-26 FTA/DRPT Total	**$ 34,212.75**	**$ 41,055.30**	**$ 61,582.95**	**$ 136,851.00**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 121,351.89**	**$ 145,076.96**	**$ 213,525.62**	**$ 479,954.47**
VDOT SPR	**$ 50,625.00**	**$ 60,750.00**	**$ 91,125.00**	**$ 202,500.00**
Total FY26 Work Program	**$ 171,976.89**	**$ 205,826.96**	**$ 304,650.62**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

Highlights of FY25 UPWP

In FY25, CAMPO staff continued administering operations through reporting and compliance with regulations, staffing CA-MPO Committees as well as utilizing the CA-MPO's function as a conduit for sharing information between local governments, transportation agencies, state agencies, other CA-MPOs, other stakeholders and the public. Below are highlights of several FY25 projects and initiatives, helping to give context for the FY26 activities.

Comprehensive Safety Action Plan

Launched in FY24, CA-MPO staff continued to work in partnership with VDOT and member jurisdictions to advance the development of the Comprehensive Safety Action Plan. This included stakeholder engagement, data collection, and the initial identification of safety strategies tailored to regional needs. The initiative is largely funded through a US DOT Safe Streets and Roads for All (SS4A) Discretionary Grant, with additional support from CA-MPO, Rural Transportation, and TJPDC staff. The completion date is mid-FY26.

Regional Transit Planning / Regional Transit Authority

CA-MPO staff have continued their involvement in overseeing the Regional Transit Partnership. In FY25, staff completed a Regional Transit Governance Study through a DRPT Technical Assistance Grant. The Regional Transit Governance Study provides guidance on the appropriate governing and funding structure for a transit authority. CA-MPO staff will continue to support regional transit planning through the Transit Strategic Plans of Jaunt and Charlottesville Area Transit and through coordination of the newly formed Charlottesville Regional Transit Authority (CARTA).

Transportation Improvement Program (TIP)

CA-MPO continued to maintain the TIP in collaboration with VDOT, DRPT, Jaunt, and CAT, and corrected a long-standing inconsistency by removing Jaunt's funding allocations from inclusion in the TIP document.

SMART SCALE

SMART SCALE is a data-driven prioritization process that scores and ranks transportation projects statewide. The objective analysis is intended to improve transparency and accountability of project selection, helping the Commonwealth Transportation Board (CTB) to select projects that provide maximum benefits for tax dollars spent. In FY25, staff followed the comprehensive program review and, through VDOT District partners, provided regular updates and presentations to CA-MPO Committees and stakeholders regarding proposed changes and funded projects.

STARS Program

Led by the VDOT Transportation and Mobility Planning Division, the STARS Program conducts studies to identify cost-effective measures to improve safety and reduce congestion. In FY25, staff followed multiple STARS studies in the region:

- US 29/US 250 Bypass & Emmet Street Interchange
- Culpeper US 29 Corridor Study
- STARS Ridge St/W Main St (BUS US-250)/Water St Intersection Study

Through VDOT District partners, staff provided regular updates and presentations to CA-MPO Committees and stakeholders regarding framework documents, proposed changes, and projects to be considered for applications.

Project Pipeline Studies

Led by the Office of Intermodal Planning and Investment, Project Pipeline is a performance-based planning process that conducts studies to align VTrans priority needs with multiple transportation solutions. Following the Pipeline process, project alternatives may be considered for funding through programs including SMART SCALE, Revenue Sharing, interstate operations program funding, and others. In FY25, staff followed multiple Project Pipeline studies in the region:

- Ivy Rd Corridor and US 29/250 Bypass Interchange Study
- Barracks Road Corridor Study
- 5th Street Interchange and Shared Use Path Study
- US 29 at the I-64 Exit 118 Interchange

Through VDOT District partners, staff provided regular updates and presentations to CA-MPO committees and stakeholders regarding framework documents, proposed changes, and projects to be considered for applications.

Grant Applications

CA-MPO staff prepared and submitted applications for federal and state funding through the following grant programs:

- Rebuilding American Infrastructure with Sustainability and Equity (RAISE), now Better Utilizing Investment to Leverage Development (BUILD), grant application to complete preliminary engineering for the Rivanna River Bike and Pedestrian Bridge Crossing.

- 5310 Mobility Management Program to develop a regional one-call-one-click center to provide support for seniors and individuals with disabilities to access transportation services.

- DRPT MERIT Technical assistance grant application to conduct a Service Prioritization and Implementation Feasibility Study using data from the Regional Transit Vision Plan (2022).

National Transportation Performance Measures

Performance Based Planning and Programming requirements for transportation planning are laid out in Moving Ahead for Progress in the 21st century (MAP-21), enacted in 2012 and reinforced in the 2015 FAST Act, which calls for states and MPOs to adopt targets for national performance measures. Each MPO adopts targets for a set of performance measures in coordination with the Virginia Department of Transportation (VDOT) and the Virginia Department of Rail and Public Transportation (DRPT), and these measures are used to help in the prioritization of TIP and Long-Range Transportation Plan projects. In FY25, the CA-MPO Policy Board voted to adopt aspirational safety targets based on regionally specific trends, aligned with the Comprehensive Safety Action Plan (SS4A).

Title VI Implementation/Public Participation

CA-MPO Staff continued improving implementation of the Title VI Plan in conformance with feedback received from VDOT and DRPT.

FY26 Unified Planning Work Program by Task

This section identifies which transportation planning activities will be conducted by CA-MPO staff in FY26 by task and funding source. The following task categories are covered:

1. Program Administration
2. Long Range Planning
3. Short Range Transportation Planning and Local, State, and Federal Agency Assistance

Task 1: Program Administration[1]

Total Funding: $121,351.89

Task 1: Program Administration				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 69,711.31	$ 8,713.91	$ 8,713.91	$ 87,139.14
FTA	$ 27,370.20	$ 3,421.28	$ 3,421.28	$ 34,212.75
Total	**$ 97,081.51**	**$ 12,135.19**	**$ 12,135.19**	**$ 121,351.89**

A. General Administration, Reporting, and Compliance with Regulations

There are several reports and documents that the CA-MPO is required to prepare or maintain, including:

- FY26 Unified Planning Work Program implementation
- FY27 Unified Planning Work Program Development
- Monthly progress reports and invoices
- Other funding agreements

TJPDC staff will also provide for the use of legal counsel, accounting, and audit services for administering federal and state contracts.

End Products:

- Provide all required administrative functions including accounting, financial reporting, personnel administration, auditing requirements, meeting organization, office management, contract administration and legal review of contracts/agreements and related certifications and assurances, and necessary purchases such as technology, software, and equipment for transportation planning activities of CA-MPO staff
- Prepare and submit monthly invoicing and progress reports
- Manage the FY26 UPWP and develop the FY27 UPWP to meet the requirements of 23 CFR Part 420 and 23 CFR Parr 450, in cooperation with VDOT and DRPT
- Process UPWP amendments, as needed
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board members, etc., to review and amend plans and policies to ensure that all program elements are compliant with applicable state and federal regulations and guidance

[1] FTA Code for Metropolitan Planning: 44.21.00 Program Support Administration

- Administer state and federal grants (and other funding, as appropriate)

B. Staffing Committees

TJPDC staff is responsible for staffing the CA-MPO Policy Board and Committees. These efforts include preparation of agendas, public notice, minutes, and other materials for the committees listed below. The CA-MPO continues to urge localities to appoint committee representatives from minority and low-income communities.

The CA-MPO staffs the following groups:

- CA-MPO Policy Board
- CA-MPO Technical Committee
- Citizens Transportation Advisory Committee (CTAC)
- Regional Transit Partnership (RTP)
- Charlottesville Area Regional Transit Authority (CARTA)
- Other committees as directed by the CA-MPO Policy Board

End Products:

- Support the activities of CA-MPO through maintaining committee membership, organizing regular meetings among stakeholders, preparation of reports, presentations, agendas, minutes, and mailings for all committees and attendance/staffing at all meetings.
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board leadership, to develop and review committee agendas and upcoming topics to ensure timely delivery of information

C. Public Outreach, Public Participation, Title VI Implementation

TJPDC and CA-MPO are required to prepare and maintain documents related to public outreach, participation, and nondiscrimination. These include the Public Outreach Plan, Public Participation Plan, and Title VI Implementation Plan. Staff will support document management and update as revisions are necessary.

End Products:

- Provide the public with complete information, timely notice of Public Hearings, and full access to key decisions of the CA-MPO
- Support early and continuing involvement of the public, including disadvantaged populations, in developing plans, the TIP, and other documents in accordance with the Public Participation Plan (PPP)
- Manage the CA-MPO and TJPDC websites and develop new content to inform the public about the activities of the CA-MPO. Updates may contain information required by federal and state regulations and guidance.
- Review, amend, and implement the agency Title VI Implementation Plan, as needed.

- Review, amend, and implement the Public Participation Plan, as needed
- Coordinate with VDOT and DRPT staff, CA-MPO Technical Committee and Policy Board members, etc., to review and amend plans and policies to ensure that all CA-MPO program elements are compliant with applicable state and federal regulations and guidance.

D. Information Sharing and Professional Development

The CA-MPO functions as a conduit for sharing information between local governments, transportation agencies, state agencies, other MPOs, and the public. CA-MPO staff will provide data and maps to State and Federal agencies, localities, and the public as needed. Staff will also contribute articles to TJPDC's newsletters and Quarterly Report. The CA-MPO will continually monitor and report on changes to federal and state requirements related to transportation planning and implementation policies. Staff will attend seminars, meetings, trainings, workshops, and conferences related to CA-MPO activities as necessary. Staff will also conduct ongoing intergovernmental discussions, coordinate transportation projects, and attend/organize informational meetings and training sessions. CA-MPO staff will attend additional meetings with local planning commissions and elected boards to maintain a constant stream of information with local officials to include transportation, transit, and environmental topics.

End products:

- Represent CA-MPO on the Virginia Association of Metropolitan Planning Organizations (VAMPO)
- Attend monthly and quarterly transportation meetings, including: VAMPO, Office of Intermodal Planning and Investment (OIPI), VA Commonwealth Transportation Board (CTB) workshop and action meetings, etc.
- Coordinate and co-host the bi-annual joint CA-MPO meetings with the Staunton-Agusta-Waynesboro MPO (SAWMPO)
- Attend state agency, federal agency, non-governmental agency, and state and federal association-sponsored training, workshops, seminars, summits, and conferences relative to transportation planning, including but not limited to: the Governor's Transportation Conference, the AMPO annual conference, the APA National Planning conference, the APA Virginia Chapter Annual Conference, WTS International conference, and/or National Association of City Transportation Officials (NACTO), etc.
- Support applicable transportation planning training for CA-MPO staff, including but not limited to Geographic Information Systems (GIS) Professional Certificate
- Provide on-going training and professional development to staff and Policy Board and Technical Committee members to make certain they are familiar with new and updated federal and state transportation regulations/guidelines, and are prepared to respond to challenges and demands in the region

Task 2: Long Range Transportation Planning[2]

Total Funding: $145,076.96

Task 2: Long Range Transportation Planning				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 83,217.33	$ 10,402.17	$ 10,402.17	$ 104,021.66
FTA	$ 32,844.24	$ 4,105.53	$ 4,105.53	$ 41,055.30
Total	**$ 116,061.57**	**$ 14,507.70**	**$ 14,507.70**	**$ 145,076.96**

A. Comprehensive Safety Action Plan

In FY23, the TJPDC was awarded a Safe Streets and Roads for All (SS4A) discretionary grant to develop a Comprehensive Safety Action Plan for all jurisdictions within the TJPDC region. To best leverage the funding for the grant, the TJPDC staff are providing additional support for the development of this Safety Action Plan through both the Unified Planning Work Program and the Rural Work Program. The Comprehensive Safety Action Plan will develop a better understanding of crash risk factors throughout the regional transportation system and identify strategies specific to improving safety outcomes by taking a multi-faceted approach that includes infrastructure improvements, enforcement practices, information sharing, and education.

This activity demonstrates compliance with the required Complete Streets planning activities found in IIJA/BIL § 11206. Staff will continue to support the Comprehensive Safety Action Plan through its FY26 completion.

End Products:

- Analysis of regional crash data detailing the high injury networks and multimodal system deficiencies to provide better understanding of factors that contribute to crashes developed in support with VDOT's Highway Safety Improvement Program
- Coordination of the stakeholder group to provide feedback on planning processes and consideration
- Implementation of a public engagement strategy to conduct robust and comprehensive outreach throughout the region
- Prioritized strategies for each locality, as well as regional priorities
- Support project development and SS4A implementation applications for the City of Charlottesville and County of Albemarle
- Template for ongoing monitoring and reporting of regional safety data
- Finalized and adopted Comprehensive Safety Action Plan applicable to all TJPDC member jurisdictions

B. Travel Demand Model Update

[2] FTA Codes for Metropolitan Planning: 44.23.00 Long Range Transportation Planning
44.22.00 General Development/Comprehensive Planning

A travel demand model is used to estimate future travel patterns and behaviors based on data including population, employment, and land use. VDOT maintains and updates the regional travel demand model for the Charlottesville-Albemarle MPO area. Following the required schedule, CA-MPO's model update began in FY24 and will continue into FY26. CA-MPO staff will coordinate with local government staff and VDOT to provide needed data and inform updates to the model.

End Products:

- Coordinate meetings between local and state stakeholders related to model assumptions and data needs
- Support the collection and gathering of regional data, as needed
- Coordinate with local government staff to provide feedback on growth projections and land use decisions
- Review drafts of the travel demand model and provide feedback on any requested changes.

C. Travel Demand Management Study

Through the development of the 2050 LRTP, the CA-MPO identified the need for a comprehensive travel demand management (TDM) study to identify long-term initiatives that would reduce vehicle miles traveled specifically within Charlottesville City limits. This study will provide a high-level understanding of travel demand factors and support the identification of longer-term infrastructure and multimodal transportation improvements needed to support mode-shift for those traveling into the downtown areas.

End Products:

- Review and synthesis of existing literature and studies previously completed in the region
- Review of regional transportation demand model to determine future growth impacts and assess existing parking capacity within the City of Charlottesville
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service improvements

D. Coordinated Human Services Mobility (CHSM) Plan Update

The Virginia Department of Rail and Public Transportation (DRPT) completes a comprehensive update to the CHSM plan once every six years in accordance with guidance set forth by the Federal Transit Administration (FTA). The plan evaluates services and transportation needs of seniors and individuals with disabilities, develops strategies to address gaps in service, and prioritizes projects for implementation.

As an FTA 5310 program recipient, the TJPDC and CA-MPO may support DRPT staff in updating the CHSM plan through participation that could include working groups, focus groups, survey completion, etc.

End Products:

- Provide program data and review draft content, as necessary
- Participate in working groups, focus groups, etc.
- Complete surveys, as requested
- Coordinate with providers, as necessary

E. Three Notched Trail Master Plan

The Three Notched Trail Master Plan is a 24-month study to identify a preferred alignment for the Charlottesville to Afton section of the trail. MPO staff will support the project through participation in the technical committee, attending public meetings, and sharing information.

End Products

- Provide data and review draft content
- Prepare for and participate in technical committee meetings, public meetings, general project meetings, etc.

F. Long Range Transportation Plan (LRTP)

Moving Toward 2050 is the federally required long range transportation plan (LRTP) for the City of Charlottesville and urbanized portions of Albemarle County, which is the area served by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO). This plan identifies long range transportation needs, considers possible infrastructure improvements, and establishes priorities to implement projects based on anticipated funding.

As necessary, the LRTP may be amended based on changes in federal guidance, transportation needs, or funding (federal/state/local).

End Products:

- Review and amend the LRTP, as necessary

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance[3]

Total Funding: $213,525

Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance				
FY26	**Federal**	**State**	**Local**	**Total**
PL	$ 121,554.13	$ 15,194.27	$ 15,194.27	$ 151,942.67
FTA	$ 49,266.36	$ 6,158.30	$ 6,158.30	$ 61,582.95
Total	**$ 170,820.49**	**$ 21,352.56**	**$ 21,352.56**	**$ 213,525.62**

A. Transportation Improvement Program (TIP)

In accordance with federal law, any federally funded transportation project (FHWA, FTA, etc.) within the CA-MPO must be programmed in the TIP. Done in coordination with the state and transit agencies, the TIP includes regionally significant transportation projects and must cover at least four years.

Each project included in the TIP must include the following information:

- Project description
- Implementing agency
- Project location/service area
- Cost estimates, funding sources, and funding amounts actual or scheduled for allocation
- Type of improvement
- Overall financial plan, and other information

CA-MPO staff prepared the FY24-FY27 TIP adopted by the Policy Board in FY23. This task will support ongoing maintenance of the FY24-27 TIP, participation in STIP development, and the development of the next full TIP update.

End Products:

- Process the Annual Obligation Report
- Process TIP amendments and adjustments as necessary
- Monitor the TIP as necessary, ensuring compliance with federal planning regulations
- Complete development of the new TIP

B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support

[3] FTA Code for Metropolitan Planning: 44.24.00 Short Range Transportation Planning
44.25.00 Transportation Improvement Program
44.26.15 System planning to support transit capital investment decisions
44.26.12 Coordination of non-emergency Human Service Transportation

CA-MPO staff will continue to work with VDOT, DRPT, and City and County staff to identify appropriate funding sources for regional priority projects. CA-MPO staff will coordinate with localities and VDOT to identify potential SMART SCALE projects and support engagement needed to prepare applications. Staff will participate in STARS and Pipeline studies as required. Staff will additionally support localities in identifying, preparing materials for, and submitting to other grant funding sources, as requested.

End Products:

- Provide regular updates to CA-MPO Committees on the SMART SCALE process
- Provide technical assistance to localities for SMART SCALE application drafting and submission, including evaluation of previously identified high-priority projects that remain unfunded
- Participate in VDOT Project Pipeline and STARS studies
- Review performance of applications submitted in past rounds and review projects for consideration in upcoming round
- Coordinate the sharing of economic development, and other relevant information, between localities in support of SMART SCALE applications
- Identify, develop, and/or administer transportation-related grants for the CA-MPO, TJPDC, and/or the CA-MPO member localities, to include but not be limited to: RAISE/BUILD, SS4A, RideShare, PATH Mobility Management, rail, Transportation Alternatives, etc.

C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Transportation, and Bike/Pedestrian Support

The RideShare program, housed by the TJPDC, is an essential program for the CA-MPO's planning process. Coordination of RideShare, bike and pedestrian travel, transit/rail planning, and human service transportation all support regional TDM efforts. Staff will additionally participate in statewide rail initiatives under this subtask that may impact the region, as necessary.

End Products:

- Continue efforts to improve carpooling and alternative modes of transportation in the MPO
- Integrate TDM into all CA-MPO recommendations and projects
- Support Charlottesville Area Transit (CAT) and Jaunt Transit Development Plan (TDP) and Transit Strategic Plan (TSP) development
- Support service provider or locality transit studies, plans, surveys, development of marketing materials, and meetings that impact the CA-MPO region, as needed
- Assist with transit plans for existing or new services with the Afton Express service between the SAWMPO region and the CA-MPO region
- Participate in statewide initiatives to expand and improve transit and rail service to the CA-MPO region
- Address immediate transit coordination needs
- Formalize transit agreements, as requested
- Improve communication between transit providers, localities, and stakeholders

- Explore shared facilities and operations for transit providers
- Provide continued support to coordinating bike/pedestrian planning activities between the City of Charlottesville, Albemarle County, the University of Virginia (UVA), and rural localities
- Provide information related to specific planning work items as requested by FTA, FHWA, DRPT, the Virginia Passenger Rail Authority (VPRA), and VDOT including but not limited to: multimodal planning, human services transportation planning, passenger rail and freight planning, and assistance with components of the statewide transportation plan
- Review the completed resource guide(s) for pedestrian navigation of innovative intersections and explore opportunities for use
- Support transportation options and human service transportation for seniors and people with disabilities

D. Annual Performance Targets

MPOs are asked to participate in the federal Transportation Performance Management process by coordinating with the state to set regional targets based on the state targets and trend data provided by the state. The CA-MPO will need to set and document the regional safety and performance targets adopted.

End Products:

- Prepare workbook and background materials for CA-MPO Committees and Policy Board members to review
- Facilitate discussion of performance targets with the CA-MPO Committees and Policy Board members
- Complete all documentation notifying the state of the adopted safety and performance targets
- Update the TIP when updated performance targets are adopted

E. Special Studies, Projects, Programs, and Contingency

CA-MPO staff will assist local, regional, and state efforts with special studies, projects, and programs as requested.

As requested by our planning partners, CA-MPO staff began exploring an on-call consultant program in FY24 to provide efficient access to technical consultants as needed. CA-MPO staff will continue coordination and learning efforts to explore the need for on-call consulting services.

End Products:

- Participate in the completion of any special transportation-related study or project for any transportation mode for the CA-MPO localities, as requested
- Participate in studies, projects, and/or programs for local, state, and federal agency partners

- Assist localities with updates to Comprehensive Plans or other planning documents related to transportation or transit, as requested
- Explore the need for on-call consulting services through local government staff coordination, benchmarking other on-call models, and developing a list of desired services

UPWP Public Participation Process

Review and Approval of Tasks

Action	Body	Date
Initial draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	February 18, 2025
Initial draft provided to the MPO Policy Board	MPO Policy Board	February 26, 2025
Initial draft provided to Citizens Transportation Advisory Committee (CTAC)	CTAC	March 19, 2025
Final draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	April 15, 2025
Final draft provided to the MPO Policy Board	MPO Policy Board	April 23, 2025
Final draft provided to CTAC	CTAC	May 21, 2025

Online Posting

The UPWP will be posted online as part of meeting agendas for the following meetings captured above:

- February 18, 2025 – MPO Technical Committee
- February 26, 2025 – MPO Policy Board
- March 19, 2025 – CTAC
- April 23, 2025 – MPO Policy Board

The UPWP will be posted on the TJPDC website (https://tjpdc.org/) for a 15-day public comment period on April 3, 2025. It will be posted as Public Notice in the local newspaper on April 3, 2025, for 15-day public comment period.

Appendix

Attachment A: Memorandum of Understanding (2019)

Attachment B: Tasks Performed by VDOT

Attachment C: PL-FHWA/VDOT and FTA/DRPT Section 5303

Attachment D: Resolution

Charlottesville-Albemarle MPO
FY26 Unified Planning Work Program Draft
July 1, 2025 – June 30, 2026

Thomas Jefferson Planning District Commission
April 10, 2025

1

Background and Purpose

- The Unified Planning Work Program (UPWP) identifies all transportation planning activities to be undertaken by the CA-MPO for FY26 (July 1 – June 30)
- Serves as the CA-MPO budget and work plan
- Major regional priorities and deliverables

2

Background and Purpose

- Federal law requires that the metropolitan planning process addresses ten planning factors:

Economic Vitality	Safety	Security	Accessibility/ Mobility	Environmental Quality
Connectivity	Efficiency	Maintenance	Resiliency and Reliability	Travel and Tourism

3

UPWP Priorities and Vision

- Long Range Transportation Plan (LRTP) adopted in FY24 included the following framework lenses/goals
  - Equity
  - Quality of Life
  - Climate Action
  - Land Use
- To bring the UPWP in alignment with the LRTP, staff recommend adoption of these additional framework factors

Economic Vitality	Safety
Security	Accessibility/ Mobility
Environmental Quality	Connectivity
Efficiency	Maintenance
Resiliency and Reliability	Travel and Tourism
Equity	Quality of Life
Climate Action	Land Use

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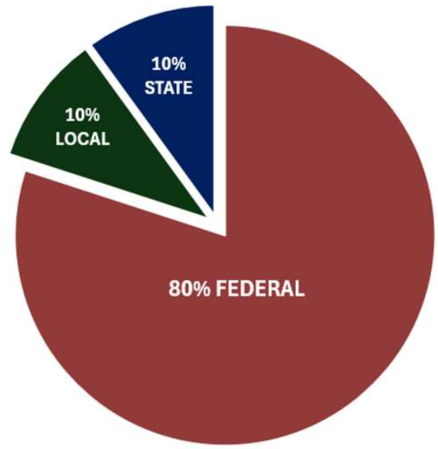
Funding Sources

- Two federal agencies fund the CA-MPO's planning activities
  - FHWA (PL) – Administered through VDOT
  - FTA – Administered through DRPT
- Additionally, VDOT receives state planning funds from FHWA for State Planning and Research (SPR)



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FY26 Work Program: Funding by Source

Funding Source	Federal	State	Local	Total
	80%	*10%*	*10%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 238,680.40	$ 29,835.05	$ 29,835.05	$ 298,350.50
FY-24 PL-FHWA/VDOT Passive Rollover	$ 35,802.37	$ 4,475.30	$ 4,475.30	$ 44,752.97
FY-25 PL-FHWA/VDOT Active Rollover				
FY-26 PL-FHWA/VDOT Total	**$ 274,482.77**	**$ 34,310.35**	**$ 34,310.35**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 109,480.80	$ 13,685.10	$ 13,685.10	$ 136,851.00
FY-25 FTA/DRPT Active Rollover				
FY-26 FTA/DRPT Total	**$ 109,480.80**	**$ 13,685.10**	**$ 13,685.10**	**$ 136,851.00**
PL-FHWA/VDOT + FTA/DRPT Total	**$ 383,963.58**	**$ 47,995.45**	**$ 47,995.45**	**$ 479,954.47**
VDOT SPR	**$ 162,000.00**	**$ 40,500.00**		**$ 202,500.00**
Total FY26 Work Program	**$ 545,963.58**	**$ 88,495.45**	**$ 47,995.45**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

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FY26 Work Program: Funding by Task

Funding Source	Task 1: Program Administration	Task 2: Long-Range Transportation Planning	Task 3: Short-Range Transportation Planning and Local, State, and Federal Agency Assistance	Total
	25%	*30%*	*45%*	*100%*
FY-26 PL-FHWA/VDOT Funding	$ 73,224.40	$ 87,869.27	$ 131,803.91	$ 292,897.58
FY-24 PL-FHWA/VDOT Passive Rollover	$ 11,188.20	$ 13,425.84	$ 20,138.76	$ 44,752.79
FY-25 PL-FHWA/VDOT Active Rollover	$ -	$ -	$ -	
FY-26 PL-FHWA/VDOT Total	**$ 87,139.14**	**$ 104,021.66**	**$ 151,942.67**	**$ 343,103.47**
FY-26 FTA/DRPT Funding	$ 34,212.75	$ 41,055.30	$ 61,582.95	$ 136,851.00
FY-25 FTA/DRPT Active Rollover	$ -	$ -	$ -	
FY-26 FTA/DRPT Total	**$ 34,212.75**	**$ 41,055.30**	**$ 61,582.95**	**$ 136,851.00**
FY26 PL-FHWA/VDOT + FTA/DRPT Total	**$ 121,351.89**	**$ 145,076.96**	**$ 213,525.62**	**$ 479,954.47**
VDOT SPR	**$ 50,625.00**	**$ 60,750.00**	**$ 91,125.00**	**$ 202,500.00**
Total FY26 Work Program	**$ 171,976.89**	**$ 205,826.96**	**$ 304,650.62**	**$ 682,454.47**

Note: *FTA and VDOT SPR funds are placeholder amounts. Values will be corrected in future drafts once actual budgets are provided late FY25.*

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Administrative Changes in the FY26 UPWP

- Removed line-item budgets for subtasks to align with similar practices of other MPOs and reduce administrative burden
  - There will still be a line-item budget maintained internally
- Increased budget allocation to Program Administration
- Reduced budget allocation to Long Range Transportation Planning

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Administrative Changes in the FY26 UPWP

FY25		FY26	
Task 1	**Administration**	**Task 1**	**Program Administration**
Task 2	**Long Range Transportation Planning**	**Task 2**	**Long Range Transportation Planning**
Task 3	**Short Range Planning**	**Task 3**	**Short Range Transportation Planning and Local, State, and Federal Agency Assistance**

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Task 1: Program Administration

Task 1 PL and FTA: *$121,351*

190 (PL)		
1A. General Administration, Reporting, and Compliance with Regulations	*Monthly progress reports and invoices* *FY26 UPWP Implementation* *FY27 UPWP Development*	$ 17,427.83
1B. Staffing Committees	*Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA*	$ 32,677.18
1C. Public Outreach, Public Participation, Title VI	*Public notices* *Website updates* *Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan*	$ 8,713.91
1D. Information Sharing and Professional Development	*Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)* *Biannual joint MPO meetings with SAWMPO* *Relevant training, workshops, seminars, summits, conferences*	$ 28,320.22
Total		$ 87,139.14

191 (FTA)		
1A. General Administration, Reporting, and Compliance with Regulations	*Monthly progress reports and invoices* *FY26 UPWP Implementation* *FY27 UPWP Development*	$ 6,842.55
1B. Staffing Committees	*Attendance and prep for Policy Board, Technical Committee, CTAC, RTP, CARTA*	$ 12,829.78
1C. Public Outreach, Public Participation, Title VI	*Public notices* *Website updates* *Public Outreach Plan, Public Participation Plan, Title VI Implementation Plan*	$ 3,421.28
1D. Information Sharing and Professional Development	*Monthly and quarterly transportation update meetings (VAMPO, OIPI, CTB)* *Biannual joint MPO meetings with SAWMPO* *Relevant training, workshops, seminars, summits, conferences*	$ 11,119.14
Total		$ 34,212.75

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Task 2: Long Range Transportation Planning

Task 2 PL and FTA: *$145,076*

195 (PL)		
2A. Comprehensive Safety Action Plan	*Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date*	$ 26,005.42
2B. Travel Demand Model Update	*Coordinate meetings and collect data* *Collect local government staff feedback on growth projections*	$ 26,005.42
2C. Travel Demand Management Study	*Review and synthesis of previously-completed regional studies* *Review of regional travel demand model and assess existing parking capacity* *Identify TDM strategies including park and ride, bike/ped, transit*	$ 41,608.66
2D. Coordinated Human Services Mobility (CHSM) Plan Update	*Provide human services program data, as requested* *Coordinate with providers, as necessary* *Participate in working groups, focus groups, etc. and complete surveys, as requested*	$ -
2E. Long Range Transportation Plan	*Review and amend the LRTP, as necessary*	$ 10,402.17
Total		$ 104,021.66

196 (FTA)		
2A. Comprehensive Safety Action Plan	*Safe Streets and Roads for All (SS4A) discretionary grant with mid-FY26 completion date*	$ -
2B. Travel Demand Model Update	*Coordinate meetings and collect data* *Collect local government staff feedback on growth projections*	$ 8,211.06
2C. Travel Demand Management Study	*Review and synthesis of previously-completed regional studies* *Review of regional travel demand model and assess existing parking capacity* *Identify TDM strategies including park and ride, bike/ped, transit*	$ 16,422.12
2D. Coordinated Human Services Mobility (CHSM) Plan Update	*Provide human services program data, as requested* *Coordinate with providers, as necessary* *Participate in working groups, focus groups, etc. and complete surveys, as requested*	$ 12,316.59
2E. Long Range Transportation Plan	*Review and amend the LRTP, as necessary*	$ 4,105.53
Total		$ 41,055.30

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Task 3: Short Range Transportation Planning and Local, State, and Federal Agency Assistance

Task 3 PL and FTA: *$213,525*

198 (PL)		
3A. Transportation Improvement Program (TIP)	*Process the annual obligation report* *TIP amendments and adjustments*	$ 15,194.27
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	*Regular updates to CA-MPO committees* *Technical assistance to localities for SMART SCALE application drafting and submission* *Participate in Project Pipeline and STARS studies* *Review performance of past applications* *Coordinate info sharing between localities for applications* *Identify, develop, or administer transportation-related grants as needed*	$ 37,985.67
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	*Improve carpooling and alternative modes of transportation* *Support CAT and Jaunt TDP/TSP development* *Participate in local transit studies/plans that impact the region* *Participate in statewide initiatives to expand and improve transit/rail service to the region* *Support coordination of bike/ped activities*	$ 37,985.67
3D. Annual Performance Targets	*Prepare background materials and facilitate discussion* *Complete documentation to notify the state of adopted targets* *Update the TIP once adopted*	$ 15,194.27
3E. Special Studies, Projects, Programs, and Contingency	*Participate in special transportation-related studies or projects for CA-MPO localities, as requested* *Assist localities with updates to Comprehensive Plans or other planning documents related to transportation* *Continue exploring an on-call consulting program in coordination with local partners*	$ 45,582.80
Total		$ 151,942.67

199 (FTA)		
3A. Transportation Improvement Program (TIP)	*Process the annual obligation report* *TIP amendments and adjustments*	$ 6,158.30
3B. SMART SCALE, STARS, Project Pipeline, and Other Grant Planning and Support	*Regular updates to CA-MPO committees* *Technical assistance to localities for SMART SCALE application drafting and submission* *Participate in Project Pipeline and STARS studies* *Review performance of past applications* *Coordinate info sharing between localities for applications* *Identify, develop, or administer transportation-related grants as needed*	$ 15,395.74
3C. Regional Travel Demand Management (TDM), Transit and Rail Planning, Human Service Planning for Transit, and Bike/Ped Support	*Improve carpooling and alternative modes of transportation* *Support CAT and Jaunt TDP/TSP development* *Participate in local transit studies/plans that impact the region* *Participate in statewide initiatives to expand and improve transit/rail service to the region* *Support coordination of bike/ped activities*	$ 15,395.74
3D. Annual Performance Targets	*Prepare background materials and facilitate discussion* *Complete documentation to notify the state of adopted targets* *Update the TIP once adopted*	$ 6,158.30
3E. Special Studies, Projects, Programs, and Contingency	*Participate in special transportation-related studies or projects for CA-MPO localities, as requested* *Assist localities with updates to Comprehensive Plans or other planning documents related to transportation* *Continue exploring an on-call consulting program in coordination with local partners*	$ 18,474.89
Total		$ 61,582.95

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Next Steps and Approval Timeline

Action	Body	Date
Initial draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	February 18, 2025
Initial draft provided to the MPO Policy Board	MPO Policy Board	February 26, 2025
Initial draft provided to Citizens Transportation Advisory Committee (CTAC)	CTAC	March 19, 2025
Final draft provided to the MPO Technical Committee and VDOT/DRPT	MPO Technical Committee	April 15, 2025
Final draft provided to the MPO Policy Board	MPO Policy Board	April 23, 2025
Final draft provided to CTAC	CTAC	May 21, 2025

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Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, March 6, 2025

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Gallaway	x		David Blount, Deputy Director	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Finance & HR Director	x	
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation		
Keith Smith, Treasurer	x		Sara Pennington, TDM Program Manager	x	
Greene County			Lori Allshouse, VATI Program Director	x	
Tim Goolsby					
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed			**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Manu Kapoor	x	
Phil d'Oronzio	x				
Michael Payne, Vice Chair					

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the TJPDC meeting to order at 7:05 pm. Ruth Emerick took attendance and certified that a quorum was present.

Chair O'Brien added item 6b, TJPDC Employee Handbook Update Considerations, to the agenda.

b. Vote to Allow Electronic Participation (if needed): Not needed.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public:
Manu Kapoor, a resident of Albemarle County, shared concerns about a Charlottesville Area Transit (CAT) bus stop on Sentara Martha Jefferson Hospital's private property, including a disagreement between Ms. Kapoor and Sentara regarding her usage of the bus stop. Ms. Kapoor requested information about existing agreements related to the CAT bus stop, citing a transit study conducted by TJPDC.

b. Comments provided via email, online, web site, etc.: None.

3. PRESENTATIONS:

a. VATI Six-Month Project Update

Lori Allshouse, VATI Program Director, updated the Commission on the VATI 2022 and VATI 2024 programs. Both are progressing well.

b. Draft FY26 Rideshare Work Program and Grant Application

Sara Pennington, TDM Program Manager, presented the draft FY26 Rideshare work program and gave an overview of the grant application that was submitted in February.

c. Draft FY26 Rural Transportation Work Program and Budget Presentation

Sara Pennington presented the draft FY26 Rural Transportation work program and budget. The work program and budget will come back before the Commission in the April meeting for consideration and approval.

4. *CONSENT AGENDA:

a. **Minutes of the February 6, 2025 Meeting**
b. **January Financial Reports**
c. **Rideshare Commuter Assistance Program 5-year Strategic Plan (CAPSP) Adoption and Resolution**

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d'Oronzio, the Commission unanimously approved the Consent Agenda as presented.

5. OLD BUSINESS:

a. *FY25 Amended Operating Budget Resolution

Christine Jacobs, Executive Director, presented the final Amended Operating Budget for review and consideration by the Commission. There have been no changes to the draft budget since it was presented to the commission at 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.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Keith Smith, the Commission unanimously voted to approve the FY25 Operating Budget as amended.

6. NEW BUSINESS:

a. Executive Director Evaluation Begins

Christine Jacobs gave an overview of the Executive Director evaluation process that was implemented in FY24, which includes evaluation by both the Commissioners and staff. This same process will be used again this year. The evaluation process will be completed by May 2025.

b. *TJPDC Employee Handbook Update Considerations

Laura Greene, Director of Finance and Human Resources, reviewed a memo regarding employee benefit recommendations for inclusion in the employee handbook update that is underway. These recommended changes have budgetary impacts for FY26.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Manning Woodward, the Commission unanimously voted to offer two health insurance plans this year (KA500 and KA1000), offer a health insurance stipend should an employee waive coverage, and set the gym membership contribution to a percentage (50%) instead of a fixed dollar amount.

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared updates about staff attendance at the VLGMA Winter Conference and current projects. Staff are working with the owner of the TJPDC office building to consider possible upgrades/renovations and the associated costs. A meeting of the buildings committee is anticipated to review options and consider a lease renewal with potential renovations. The Mobility Management program has received a grant through DRPT to provide training and certification for a volunteer driver program. The first Charlottesville-Albemarle Regional Transit Authority (CARTA) Board meeting was held in February 2025. The Blue Ridge Cigarette Tax Board has seen sales of cigarettes in the region continue on a slightly downward trend.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – April 10, 2025, 7:00 pm
Finance Executive Committee Meeting – April 10, 2025, 5:30 pm

Items for next meeting:

i. Appointment of Nominating Committee for Officers
ii. Deliver FY26 Operating Budget Draft/Budget Memo
iii. *FY26 Rural Transportation Work Program and Budget and Resolution
iv. FY26 CA-MPO Unified Planning and Work Program update
v. Blue Ridge Cigarette Tax Board Update
vi. Executive Director Evaluation (Closed Session)

9. ADJOURNMENT:

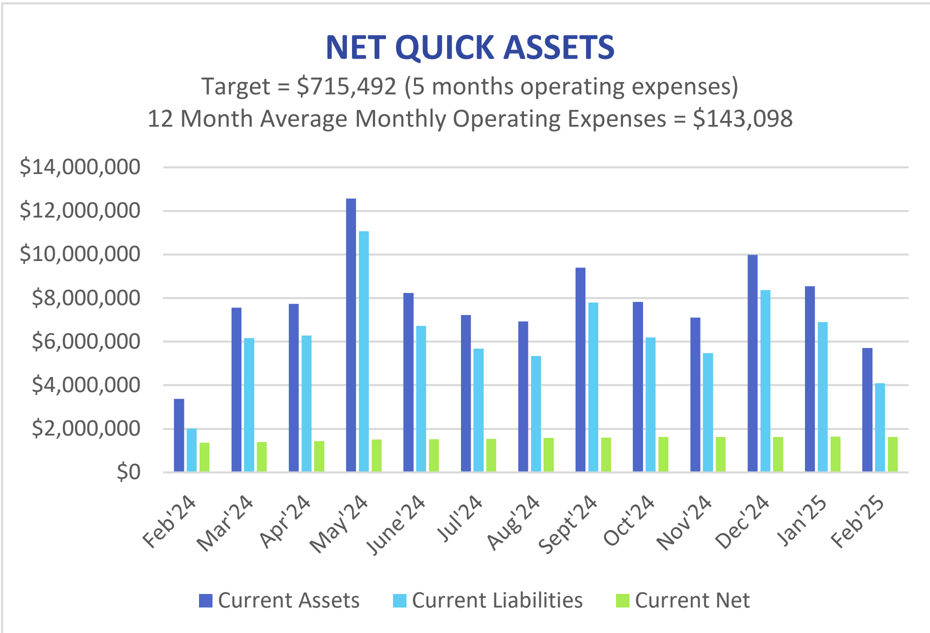
Motion/Action: On a motion by Phil d'Oronzio, seconded by James Higgins, the Commission unanimously voted to adjourn the March 7, 2025, Commission meeting at 9:01 pm.

Commission materials and meeting recording may be found at www.tjpdc.org

Thomas Jefferson Planning District Commission

FY 25 FINANCIAL DASHBOARD

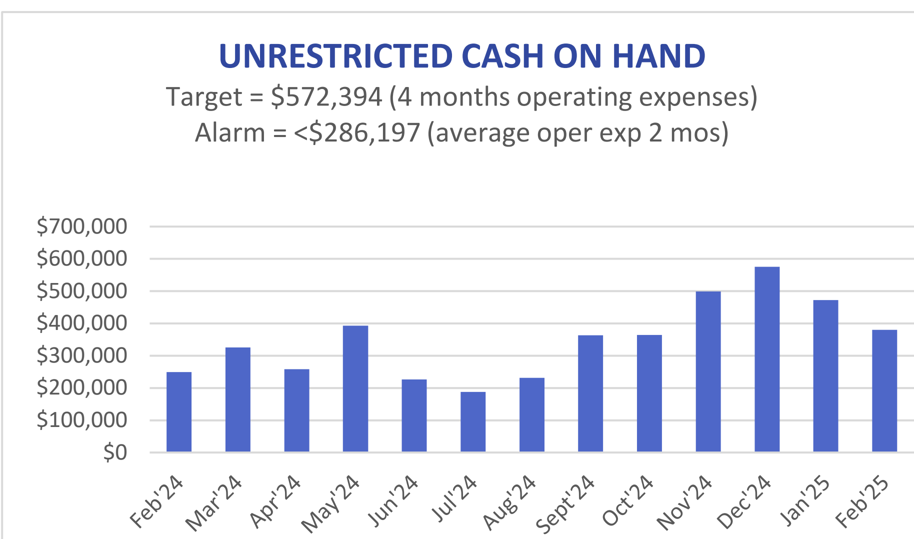
Through February 2025



<u>MONTHLY NET QUICK ASSETS</u>

<u>Feb'24 = $1,364,137</u>
<u>Mar'24 = $1,395,162</u>
<u>Apr'24 = $1,442,556</u>
<u>May'24 = $1,502,579</u>
<u>Jun'24 = $1,523,939</u>
<u>Jul'24 = $1,538,193</u>
<u>Aug'24 = $1,579,627</u>
<u>Sept'24 = $1,594,519</u>
<u>Oct'24 = $1,624,878</u>
<u>Nov'24 = $1,624,250</u>
<u>Dec'24 = $1,622,485</u>
<u>Jan'25 = $1,646,439</u>
<u>Feb'25 = $1,621,230</u>

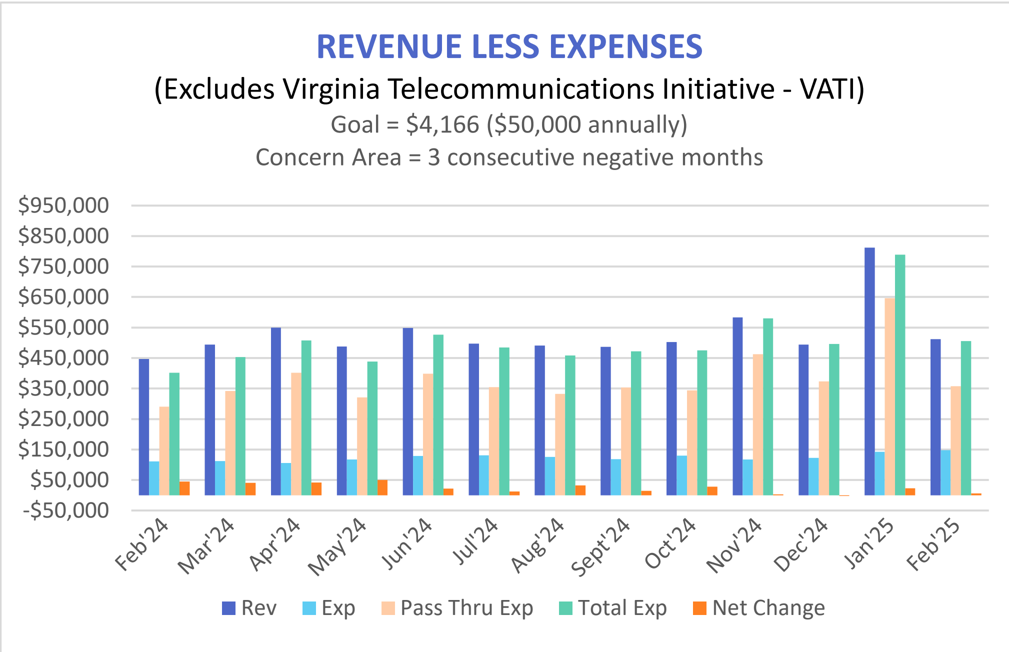
<u>NET QUICK ASSETS</u> are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of February 2025, the TJPDC had 11.33 months of operating expenses. The rolling twelve-month average operating expenses increased to $143,098. The 3-month average operating expenses increased to $158,343. Actual operating expenses for February were $168,975. Capital reserves on February 28th were $905,737 (NQA minus 5 months of operating expenses).



<u>UNRESTRICTED CASH ON HAND</u> consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

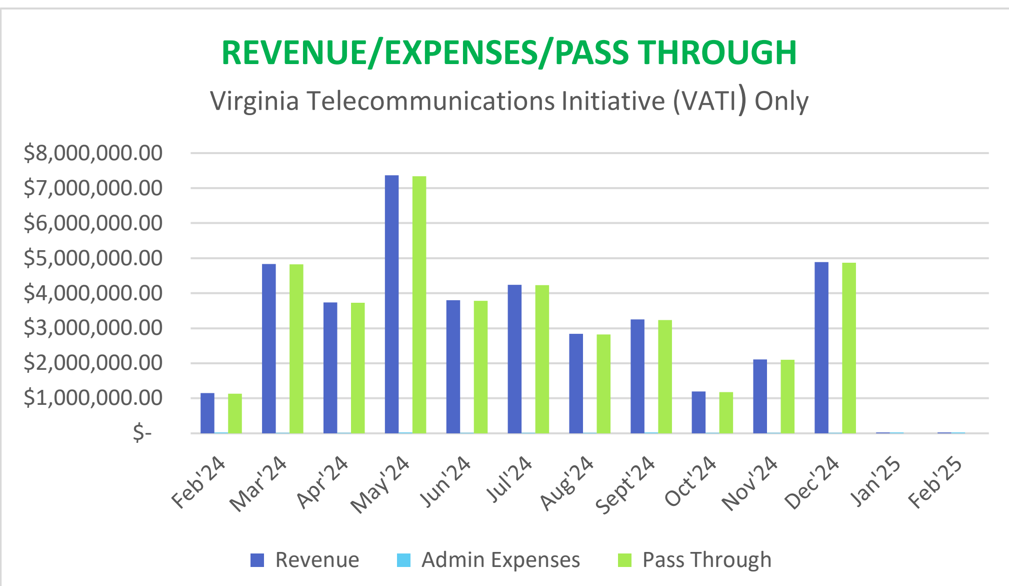
<u>MONTHS OF UNRESTRICTED CASH</u> divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. February financials indicate that there were 2.65 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Feb'24 = $44,694
Mar'24 = $40,588
Apr'24 = $42,269
May'24 = $49,807
Jun'24 = $21,748
Jul'24 = $11,876
Aug'24 = $32,485
Sept'24 = $14,966
Oct'24 = $27,710
Nov'24 = $3,008
Dec'24 = ($1,936)
Jan'25 = $22,942
Feb'25 = $6,062



MONTHLY ADMIN

Feb'24 = $20,510
Mar'24 = $15,485
Apr'24 = $14,924
May'24 = $27,355
June'24 = $14,920
Jul'24 = $14,508
Aug'24 = $16,720
Sept'24 = $14,579
Oct'24 = $17,955
Nov'24 = $13,090
Dec'24 = $16,873
Jan'25 = $23,731
Feb'25 = $20,949

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass-through graph both shown above.

The agency's net gain in February was $6,061. The February Accrued Revenue Report shows the total average available funds of $239,540 for the remaining 4 months in FY25, which is ample revenue to cover projected expenses.

Special Item of Note: The financial reports for the previous seven months – July 2024 through January 2025 – have been adjusted to reflect a change in accounting practice related to the State Support received from DHCD for the PDC. Previously the TJPDC recognized one twelfth of the State Support in Program Code 299 each month. This practice overstated the agency's net gain through the January financial reports. A net gain of $113,173 was previously reported and the revised January financials report a net gain of $78,185 – a decrease of $34,988.

The revised practice will retain the DHCD State Support in deferred revenue until budgeted contingency expenses are incurred at which time the revenues will be recognized. These adjustments are reflected in the February Accrued Revenue Report and in the February Balance Sheet and Consolidated Profit and Loss Statement.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

	Feb 25	Budget	Jul '24 - Feb 25	YTD Budget
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	187,973	3,157,902	22,308,744	25,263,217
4120 · State Funding Source	41,449	93,101	745,432	744,806
4130 · Local Source	282,965	287,634	4,701,483	2,301,072
4131 · Event Sponsors & Fees	0		630	
42000 · Local Match Per Capita	14,868	14,868	118,942	118,940
4279 · Program Income	0		10,028	
4280 · Interest Income	5,456	2,917	46,777	23,333
4999 · Prior Year Rev Corr	0		31	
Total Income	532,711	3,556,421	27,932,066	28,451,369
Gross Profit	532,711	3,556,421	27,932,066	28,451,369
Expense				
61000 · Personnel	136,551	119,458	913,706	955,665
6900 · Reimb. Overhead Allocation	0	0	0	0
6901 · Non-Reimb. Overhead Allocation	0	0	0	(0)
6240 · Advertising	630	3,162	7,328	25,297
62394 · Audit -Legal Expenses	1,637	5,865	9,055	46,917
6258 · Bank Charges	80		375	0
6260 · COGS	0	250	2,363	2,000
6281 · Dues	375	883	8,096	7,060
6242 · Employee Hiring & Recruitment	0		5,320	
62850 · Insurance	539	708	5,322	5,667
6345 · Janitorial Service	77	375	1,351	3,000
6450 · Meeting Expenses	727	1,065	5,614	8,523
6310 · Postage	0	209	597	1,669
62890 · Printing/Copier	167	540	1,713	4,322
6390 · Professional Dev & Meetings	1,220	5,797	24,037	46,377
6320 · Rent	9,009	8,945	71,306	71,562
6280 · Subscription-Publications	1	50	755	400
6290 · Supplies	438	803	9,522	6,423
63210 · Technology & Equipment	4,477	4,860	39,062	38,882
6600 · Telephone & Internet Service	1,391	1,283	10,912	10,261
6380 · TJPDC Contractual Services	6,438	6,085	34,722	48,678
63300 · Travel	5,220	4,003	31,539	32,021
9999 · Miscellaneous	0	5,831	0	46,647
Total Expense	168,975	170,171	1,182,695	1,361,371
Net Ordinary Income	363,736	3,386,250	26,749,372	27,089,998
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	107,792	121,648	956,934	973,183
83000 · HOME Pass-Through	30,069	98,432	164,310	787,457
84000 · Grants Pass-Through	219,814	3,166,170	25,543,881	25,329,358
Total Other Expense	357,674	3,386,250	26,665,125	27,089,998
Net Other Income	(357,674)	(3,386,250)	(26,665,125)	(27,089,998)
Net Income	**6,062**	**(0)**	**84,247**	**(0)**

	Annual Budget
Ordinary Income/Expense	
Income	
41100 · Federal Funding Source	37,894,825
4120 · State Funding Source	1,117,209
4130 · Local Source	3,451,608
4131 · Event Sponsors & Fees	
42000 · Local Match Per Capita	178,410
4279 · Program Income	
4280 · Interest Income	35,000
4999 · Prior Year Rev Corr	
Total Income	42,677,053
Gross Profit	42,677,053
Expense	
61000 · Personnel	1,433,498
6900 · Reimb. Overhead Allocation	0
6901 · Non-Reimb. Overhead Allocation	(0)
6240 · Advertising	37,945
62394 · Audit -Legal Expenses	70,375
6258 · Bank Charges	0
6260 · COGS	3,000
6281 · Dues	10,590
6242 · Employee Hiring & Recruitment	
62850 · Insurance	8,500
6345 · Janitorial Service	4,500
6450 · Meeting Expenses	12,785
6310 · Postage	2,503
62890 · Printing/Copier	6,482
6390 · Professional Dev & Meetings	69,565
6320 · Rent	107,343
6280 · Subscription-Publications	600
6290 · Supplies	9,634
63210 · Technology & Equipment	58,323
6600 · Telephone & Internet Service	15,392
6380 · TJPDC Contractual Services	73,017
63300 · Travel	48,031
9999 · Miscellaneous	69,971
Total Expense	2,042,056
Net Ordinary Income	40,634,997
Other Income/Expense	
Other Expense	
82999 · Grants Contractual Services	1,459,775
83000 · HOME Pass-Through	1,181,186
84000 · Grants Pass-Through	37,994,037
Total Other Expense	40,634,997
Net Other Income	(40,634,997)
Net Income	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of February 28, 2025

	Feb 28, 25	Feb 29, 24	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	877,610.85	701,454.24	176,156.61
1189 · Capital Reserve	905,737.00	672,985.00	232,752.00
Total Checking/Savings	1,783,347.85	1,374,439.24	408,908.61
Accounts Receivable			
1190 · Receivable Grants	3,880,810.18	2,041,665.26	1,839,144.92
Total Accounts Receivable	3,880,810.18	2,041,665.26	1,839,144.92
Other Current Assets			
1310 · Prepaid Rent	1,800.00	1,800.00	0.00
1330 · Prepaid Insurance	2,513.96	2,713.60	-199.64
1360 · Prepaid Other	46,954.74	5,012.70	41,942.04
Total Other Current Assets	51,268.70	9,526.30	41,742.40
Total Current Assets	5,715,426.73	3,425,630.80	2,289,795.93
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-121,867.73	-115,831.01	-6,036.72
Total Fixed Assets	14,839.95	20,876.67	-6,036.72
TOTAL ASSETS	**5,730,266.68**	**3,446,507.47**	**2,283,759.21**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	3,561,433.35	1,586,234.19	1,975,199.16
Total Accounts Payable	3,561,433.35	1,586,234.19	1,975,199.16
Credit Cards			
2155 · Accounts Payable Credit Card	10,141.36	8,011.49	2,129.87
Total Credit Cards	10,141.36	8,011.49	2,129.87
Other Current Liabilities			
2159 · Accrued Expenses	5,886.64	4,866.64	1,020.00
2160 · Accrued Payroll Payable	18,803.40	9,579.66	9,223.74
2468 · 401A VRS Contribution	0.00	-0.06	0.06
2469 · Hybrid VRS Contribution	0.00	0.01	-0.01
2800 · Deferred Revenue	497,932.25	427,388.74	70,543.51
Total Other Current Liabilities	522,622.29	441,834.99	80,787.30
Total Current Liabilities	4,094,197.00	2,036,080.67	2,058,116.33
Long Term Liabilities			
2200 · Leave Payable	56,539.09	52,270.29	4,268.80
Total Long Term Liabilities	56,539.09	52,270.29	4,268.80
Total Liabilities	4,150,736.09	2,088,350.96	2,062,385.13
Equity			
3000 · General Operating Fund	574,706.64	347,276.19	227,430.45
3100 · Restricted Capital Reserve	905,737.00	672,985.00	232,752.00
3600 · Net Investment in Fixed Assets	14,839.95	20,876.67	-6,036.72
Net Income	84,247.00	317,018.65	-232,771.65
Total Equity	1,579,530.59	1,358,156.51	221,374.08
TOTAL LIABILITIES & EQUITY	**5,730,266.68**	**3,446,507.47**	**2,283,759.21**

Accrued Revenue by Grant or Contract — **For Year Ending June 30, 2025**

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2024	AUGUST 2024	SEPTEMBER 2024	OCTOBER 2024	NOVEMBER 2024	DECEMBER 2024	JANUARY 2025	FEBRUARY 2025	YEAR TO DATE FY25	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY26+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY25	NOTES
299	**State Support to PDC (DHCD)**	$ 114,971	$ 4,781	$ 97	$ 1,856	$ 10,068	$ 3,468	$ 4,531	$ 10,738	$ 17,590	$ 53,129	$ -	$ 20,452	$ 53,129	**$ 41,390**	State funding to TJPDC General/Contingency $20,452 Deferred to FY26
112	**TJPDC Corporation**	$ 1,200	$ 135	$ 99	$ -	$ -	$ 266	$ 99	$ 199	$ 99	$ 898	$ -	$ -	$ 898	**$ 302**	501(c)3 Non-profit Arm
110	**Bank Interest**	$ 70,000	$ 5,864	$ 5,884	$ 5,585	$ 6,159	$ 5,828	$ 5,941	$ 6,059	$ 5,453	$ 46,774	$ -	$ -	$ 46,774	**$ 23,226**	Investment Pool Savings Income
120	**SCRC**	$ 23,000	$ -	$ -	$ -	$ 9,597	$ 334	$ 135	$ -	$ 585	$ 10,651	$ -	$ 5,750	$ 10,651	**$ 6,599**	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	**Rural Transportation**	$ 58,000	$ 2,994	$ 2,853	$ 1,814	$ 5,494	$ 2,219	$ 3,042	$ 2,513	$ 6,347	$ 27,275	$ -	$ -	$ 27,275	**$ 30,725**	VDOT Rural Transp Planning
273	**Water Street Center & Office Leases**	$ 40,000	$ 2,420	$ 2,385	$ 2,580	$ 2,155	$ 2,525	$ 2,295	$ 2,155	$ 2,155	$ 18,670	$ -	$ -	$ 18,670	**$ 21,330**	Rental Fees
277	**Legislative Liaison**	$ 118,128	$ 5,608	$ 8,651	$ 6,776	$ 9,423	$ 11,621	$ 6,619	$ 13,356	$ 12,641	$ 74,696	$ -	$ -	$ 74,696	**$ 43,432**	*Legislative Operations - $12,700 in deferred revenue budgeted
278	**VAPDC-ED**	$ 55,243	$ 4,583	$ 4,583	$ 4,583	$ 4,583	$ 4,826	$ 4,583	$ 4,583	$ 4,583	$ 36,909	$ -	$ -	$ 36,909	**$ 18,333**	Contract for Admin Services
296	**Member Per Capita**	$ 178,411	$ 14,868	$ 14,868	$ 14,868	$ 14,868	$ 14,868	$ 14,868	$ 14,868	$ 14,868	$ 118,942	$ -	$ -	$ 118,942	**$ 59,469**	Local Govt Annual Contributions
110/300	**VRSA Prof. Development & Safety Grants**	$ 5,250	$ -	$ -	$ 4,750	$ -	$ -	$ -	$ 500	$ -	$ 5,250	$ -	$ -	$ 5,250	**$ -**	VRSA Grants for Professional Development & Safety Equip.
303	**Solid Waste**	$ 11,500	$ 1,628	$ 2,259	$ 199	$ 631	$ 3,293	$ 2,557	$ 465	$ 66	$ 11,099	$ -	$ -	$ 11,099	**$ 401**	*Contract for annual reporting + $1,000 in deferred revenue
325	**Mineral**	$ 4,647	$ 334	$ 2,975	$ 317	$ 832	$ 190	$ -	$ -	$ -	$ 4,647	$ -	$ -	$ 4,647	**$ (0)**	Contract for Support Developing Town of Mineral Comprehensive Plan
907	**WIP Phase III - Contract #7**	$ 58,000	$ 4,597	$ 2,764	$ 6,497	$ 3,103	$ 1,415	$ -	$ -	$ -	$ 18,376	$ 39,624	$ -	$ 58,000	**$ -**	*Watershed Improvement Plan
907	**WIP Phase III - Contract #8**	$ 58,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 6,349	$ 3,773	$ 10,122	$ -	$ 35,934	$ 10,122	**$ 11,943**	Watershed Improvement Plan
908	**RRBC**	$ 11,130	$ 3,156	$ 2,045	$ 3,841	$ 671	$ 266	$ 33	$ 21	$ -	$ 10,034	$ -	$ -	$ 10,034	**$ 1,097**	*Rivanna River Basin Commission
Program Code	**PROGRAM CONTRACTS/GRANTS With Pass-Thrus**	$ -														
172	**Safe Streets and Roads for All (SS4A)**	$ 82,000	$ 6,721	$ 4,954	$ 3,972	$ 3,610	$ 2,778	$ 1,887	$ 3,363	$ 4,076	$ 31,359	$ 26,054	$ 2,789	$ 57,413	**$ 21,798**	*Estimated Completion - June 2025
	SS4A Pass-Thru	$ 990,000	$ 22,100	$ 14,850	$ 28,050	$ 59,349	$ 59,250	$ 64,770	$ 68,712	$ 103,950	$ 421,031	$ 266,545	$ 10,500	$ 687,576	**$ 291,924**	*Pass through to Kimley Horn, AvidCore, and VDOT
180A-24	**Mobility Management - 2024**	$ 86,371	$ 11,172	$ 11,864	$ 6,576	$ -	$ -	$ -	$ -	$ -	$ 29,613	$ 56,759	$ -	$ 86,371	**$ (0)**	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru - 2024	$ 31,112	$ 4,848	$ 6,425	$ 4,378	$ -	$ -	$ -	$ -	$ -	$ 15,650	$ 15,462	$ -	$ 31,113	**$ (0)**	Contracted with JABA
180A-25	**Mobility Management - 2025**	$ 196,438	$ -	$ -	$ -	$ 11,596	$ 6,378	$ 13,524	$ 20,817	$ 18,540	$ 70,854	$ -	$ 41,197	$ 70,854	**$ 84,386**	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	$ 11,831	$ -	$ -	$ -	$ 4,879	$ 6,953	$ -	$ -	$ -	$ 11,831	$ -	$ -	$ 11,831	**$ -**	
180B-Local	**Mobility Management - Branding**	$ 17,871	$ 339	$ 505	$ 921	$ 199	$ 533	$ 679	$ 554	$ 535	$ 4,264	$ 3,154	$ -	$ 7,418	**$ 10,453**	*BAMA grant, CACF grant, UVA contribution to support Mobility Mgmt
	Mobility Management Pass-Thru	$ 35,027	$ -	$ -	$ -	$ 946	$ -	$ -	$ -	$ -	$ 946	$ 30,027	$ -	$ 30,973	**$ 4,054**	Branding/Marketing Consultant for Mobility Management
181	**RTP-TDM - Admin**	$ 50,000	$ 2,617	$ 3,582	$ 3,508	$ 5,638	$ 3,213	$ 3,364	$ 5,201	$ 590	$ 27,712	$ -	$ 7,647	$ 27,712	**$ 14,641**	*Regional Transit Partnership - *budget includes $7,647 deferred revenue
	RTP Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	*Grant Match if needed
190/195/198	**MPO-PL**	$ 290,276	$ 16,129	$ 11,931	$ 11,733	$ 14,473	$ 9,499	$ 13,982	$ 24,133	$ 18,658	$ 120,538	$ -	$ 64,363	$ 120,538	**$ 105,375**	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	LRTP Support Consultant
191/196/199	**MPO-FTA**	$ 123,166	$ 5,772	$ 4,531	$ 5,643	$ 5,514	$ 4,298	$ 8,886	$ 9,043	$ 8,795	$ 52,481	$ -	$ -	$ 52,481	**$ 70,685**	MPO FTA Transit Planning
	MPO - FTA Pass Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	Consultant Pass-thru if needed
193	**Rideshare - Admin**	$ 174,198	$ 11,754	$ 13,361	$ 10,207	$ 10,261	$ 10,119	$ 9,031	$ 9,088	$ 8,236	$ 82,057	$ -	$ -	$ 82,057	**$ 92,141**	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	N/A for FY24
194	**Rideshare CAP Strategic Plan**	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**$ -**	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	$ 69,946	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,842	$ 3,842	$ 66,104	$ -	$ 69,946	**$ 0**	Full grant is direct pass through to consultant
726	**HOME ARP - Admin**	$ 367,541	$ 2,042	$ 923	$ 1,722	$ 2,745	$ 1,327	$ 1,007	$ 1,171	$ 1,397	$ 12,334	$ 146,237	$ 201,772	$ 158,571	**$ 7,198**	*HUD-ARPA Planning funds (not to exceed 5% of grant) - $32,670 budgeted
	HOME ARP Pass-Thru	$ 2,082,730	$ -	$ -	$ 12,771	$ 9,640	$ 13,326	$ 9,359	$ -	$ 21,469	$ 66,564	$ 31,109	$ 1,961,430	$ 97,673	**$ 23,626**	*Admin includes Consultant for Gap Analysis - $277697 budgeted
727-21	**HOME-21 TJPDC Admin**	$ 67,662	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 67,662	$ -	$ 67,662	**$ -**	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	$ 607,071	$ -	$ -	$ -	$ -	$ -	$ (1,883)	$ -	$ -	$ (1,883)	$ 608,954	$ -	$ 607,071	**$ -**	*HUD HOME-21 Housing Grants Construction
727-22	**HOME-22 TJPDC Admin**	$ 74,783	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 74,783	$ -	$ 74,783	**$ -**	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	$ 785,628	$ 18,340	$ -	$ -	$ -	$ 7,550	$ -	$ 8,188	$ 8,600	$ 42,678	$ 326,146	$ 277,616	$ 368,824	**$ 139,189**	*HUD HOME-22 Housing Grants Construction
727-23	**HOME-23 TJPDC Admin**	$ 78,529	$ 4,150	$ 8,397	$ 2,327	$ 4,891	$ 1,342	$ -	$ -	$ -	$ 21,107	$ 57,421.71	$ -	$ 78,529	**$ -**	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	$ 706,757	$ -	$ -	$ -	$ -	$ 56,950	$ -	$ -	$ -	$ 56,950	$ 129,519.14	$ 520,288	$ 186,469	**$ 0**	*HUD HOME-23 Housing Grants Construction
727-24	**HOME-24 TJPDC Admin**	$ 65,111	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 65,111	$ -	**$ (0)**	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	$ 586,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 506,000	$ -	**$ 80,000**	*HUD HOME-24 Housing Grants Construction
728-22	**Housing Preservation Grant-22 - Admin**	$ 32,250	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 32,250	$ -	$ 32,250	**$ -**	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	$ 182,750	$ -	$ -	$ 10,316	$ -	$ -	$ -	$ -	$ -	$ 10,316	$ 172,434	$ -	$ 182,750	**$ -**	*USDA Housing Repair Construction
728-23	**Housing Preservation Grant-23 - Admin**	$ 31,865	$ 5,678	$ 4,059	$ -	$ -	$ -	$ -	$ -	$ -	$ 9,737	$ 22,129	$ -	$ 31,865	**$ -**	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	$ 180,570	$ 27,183	$ 13,100	$ 30,096	$ -	$ 8,850	$ 7,063	$ -	$ -	$ 86,291	$ 45,484	$ 33,772	$ 131,775	**$ 15,023**	*USDA Housing Repair Construction
728-24	**Housing Preservation Grant-24 - Admin**	$ 20,369	$ -	$ -	$ -	$ -	$ 2,287	$ 1,725	$ -	$ -	$ 4,012		$ 16,357	$ 4,012	**$ 0**	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	$ 115,427	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 86,570	$ -	**$ 28,857**	*USDA Housing Repair Construction
729	**Regional Housing Partnership**	$ 33,882	$ 2,906	$ 14,381	$ 2,703	$ 3,612	$ 2,598	$ 1,945	$ 1,676	$ 2,874	$ 32,694		$ -	$ 32,694	**$ 1,188**	Regional Housing Partnership
	RHP - Consultant Pass-Thru	$ -		$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -	$ -	**$ -**	
729-1	**RHP Housing Summit 2025**	$ 95,218	$ 3,679	$ 3,000	$ 3,523	$ 2,543	$ 2,934	$ 2,441	$ 5,408	$ 7,798	$ 31,326	$ 3,384	$ -	$ 34,709	**$ 60,509**	RHP Housing Summit 2025
	RHP Summit Pass-Thru	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ -		**$ -**	
729-2	**RHP Housing Study**	$ 126,671	$ -	$ -	$ 2,490	$ 3,235	$ 939	$ 956	$ 677	$ 175	$ 8,472		$ 62,084	$ 8,472	**$ 56,115**	Regional Housing Study Grant
	RHP Housing Study Pass-Thru	$ 148,329	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -		$ 111,247	$ -	**$ 37,082**	
732 CY24	**VERP-24 - Admin**	$ 24,129	$ 1,849	$ 2,114	$ 2,921	$ 2,168	$ 2,327	$ 1,821	$ -	$ -	$ 13,198	$ 10,931		$ 24,129	**$ (0)**	*VA Eviction Planning Grant - Admin
	VERP 24 Pass-Thru	$ 325,270	$ 15,942	$ 17,045	$ 16,365	$ 36,869	$ 53,046	$ 39,278	$ -	$ -	$ 178,545	$ 146,725		$ 325,270	**$ (0)**	*VA Eviction Planning Grant - Consultants
733	**VA Housing Development - Admin**	$ 200,000	$ 5,144	$ 5,780	$ 6,592	$ 6,930	$ 4,210	$ 3,081	$ 3,993	$ 4,793	$ 40,523	$ 94,958	$ 44,111	$ 135,481	**$ 20,408**	*VA Housing PDC - Admin
	VA Housing Pass-Through	$ 1,800,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 325,089	$ -	$ 325,089	$ 795,412	$ 334,863	$ 1,120,501	**$ 344,636**	*VA Housing PDC - Construction/Partnership
760	**Blue Ridge Cigarette Tax Board**	$ 123,558	$ 14,510	$ 10,068	$ 6,878	$ 8,637	$ 8,175	$ 6,631	$ 11,598	$ 8,232	$ 74,727		$ -	$ 74,727	**$ 48,831**	Includes Administrative Fees
	Cig Tax Pass-Through	$ 3,274,313	$ 265,957	$ 281,490	$ 268,202	$ 291,532	$ 257,117	$ 254,948	$ 244,741	$ 219,814	$ 2,083,799		$ -	$ 2,083,799	**$ 1,190,514**	Pass through - direct costs
761	**VATI 22 - Admin**	$ 875,000	$ 14,508	$ 16,720	$ 14,579	$ 11,609	$ 9,616	$ 15,432	$ 19,792	$ 16,532	$ 118,788	$ 491,997	$ 200,279	$ 610,785	**$ 63,936**	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	$ 109,848,780	$ 4,874,596	$ 2,820,737	$ 4,037,723	$ 1,842,349	$ 2,097,745	$ 5,862,647	$ 1,827,677	$ -	$ 23,363,474	$ 43,318,502	$ 28,530,278	$ 66,681,976	**$ 14,636,526**	*Program/Construction Pass-Through
762	**VATI 24 - Admin**	$ 280,062	$ -	$ -	$ 7,215	$ 6,346	$ 3,474	$ 1,441	$ 3,939	$ 4,416	$ 26,831	$ -	$ 224,042	$ 26,831	**$ 29,189**	*VATI Admin - 18 months
	VATI 24 Pass-Through	$ 13,008,438	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,588,438	$ -	**$ 2,420,000**	*Program/Construction Pass-Through
901	**DEQ Septic Program - Admin**	$ 18,390							$ 1,379	$ 897	$ 2,276	$ -	$ 6,788	$ 2,276	**$ 9,327**	Dept of Environmental Quality - Septic Program
	DEQ Septic Pass-Through	$ 146,630							$ -	$ -	$ -	$ -	$ -	$ -	**$ 146,630**	*Program/Construction Pass-Through
902	**DEQ Rain Barrel Program**	$ 10,821							$ 4,202	$ 332	$ 4,535	$ -	$ 2,550	$ 4,535	**$ 3,736**	Dept of Environmental Quality - Rain Barrel Program
	DEQ Rain Barrel Pass-Through	$ 3,477							$ -	$ -	$ -	$ -	$ -	$ -	**$ 3,477**	Pass through - direct costs
	TOTAL - All Programs	**$ 139,293,725**	**$ 5,388,903**	**$ 3,319,279**	**$ 4,555,076**	**$ 2,417,154**	**$ 2,687,950**	**$ 6,368,717**	**$ 2,662,245**	**$ 532,711**	**$ 27,932,036**	**$ 47,079,763**	**$ 43,962,228**	**$ 75,011,799**	**$ 20,319,698**	**TOTAL - All Programs**
	Pass Thru Sub-totals	**$ 121,636,689**	**$ 5,228,965**	**$ 3,153,647**	**$ 4,407,900**	**$ 2,245,563**	**$ 2,560,786**	**$ 6,236,181**	**$ 2,474,407**	**$ 357,674**	**$ 26,665,125**	**$ 45,952,422**	**$ 42,961,002**	**$ 72,617,547**	**$ 19,361,537**	Pass-Thru Subtotal

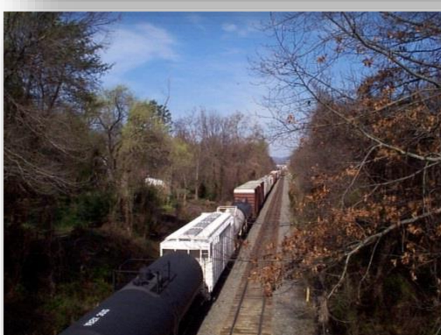
*indicates unspent funds can 'roll-over' in FY26

$ 143,098	12 month average - Operating Expenses
$ 158,343	3 month average - Operating Expenses
$ 168,975	last month - Operating Expenses

Total Grant Funds Remaining	**$ 20,319,698**
Pass-through funds	**$ 19,361,537**
TJPDC Available Funds	**$ 958,161**
Average Funds Available per Month	**$ 239,540**

Thomas Jefferson Planning District Commission
FY-2026 Rural Transportation Planning Work Program

July 01, 2025 – June 30, 2026



Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa, and Nelson), Jaunt, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their February 18, 2025, meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 6, 2025, meeting and approved the work program at their April 10, 2025 meeting.

The preparation of this program was financially aided through administrative funds from the FY25 Rural Transportation Planning Work Program.

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Introduction

Purpose and Objective

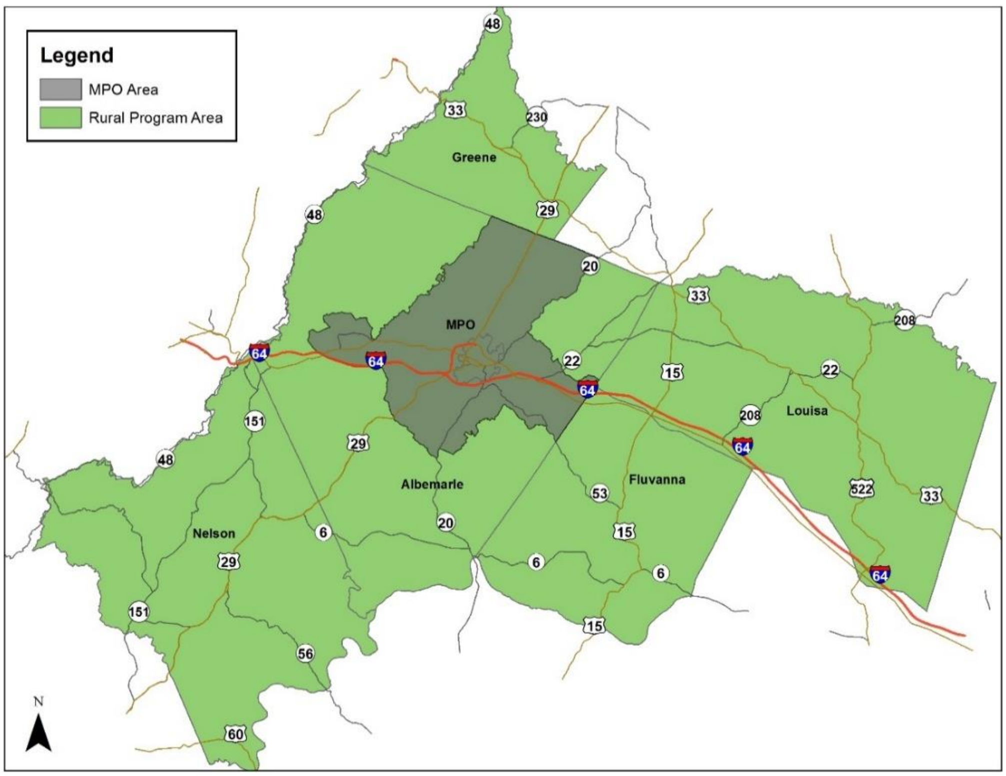
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2026 each planning district commission / regional commission that includes rural areas will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval, and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research. The map below shows the rural program areas in light green.



Highlights of FY25

In FY25, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on the Comprehensive Safety Action Plan and completing the Commuter Assistance Program Strategic Plan. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

COMPREHENSIVE SAFETY ACTION PLAN – In FY23, the TJPDC was notified that it was awarded a grant through the U.S. Department of Transportation's Safe Streets and Roads for All Discretionary Grant Program to develop a Comprehensive Safety Action Plan for all six of its member jurisdictions. To utilize the grant funding most effectively, the TJPDC allocated additional staff effort to support the plan development through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The Comprehensive Safety Action Plan is due for mid-FY26 completion.

COMMUTER ASSISTANCE PROGRAM STRATEGIC PLAN – The TJPDC undertook completion of the required five-year strategic plan for its RideShare program in FY24. Consultant expenses were paid through a Virginia Department of Rail and Public Transportation technical assistance grant, and staff effort was supported through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program. The plan was completed and adopted by the Commission in FY25.

Fiscal Year 2026 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$14,400	$3,600	$18,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	$43,600	$10,900	$54,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2026 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2026 Activities by Task

FY 2026 – 1.0 Program Administration - $18,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the Policy Board of the Rural Transportation Program.

A. Reporting and Compliance with Regulations

DESCRIPTION OF ACTIVITIES:

Coordinate rural transportation planning activities (committees, community workshops, studies) and prepare quarterly progress reports and invoices. TJPDC staff will coordinate activities, develop reports to VDOT, and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare and submit 12 monthly reports and invoices
- FY26 Rural Work Program Implementation
- Prepare the FY27 Rural Work Program

B. Staff committee meetings

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings by preparing materials, maintaining committee membership, writing minutes, handling public participation and mailings, updating committee websites, and coordinating with the CA-MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Transportation Advisory Committee – meeting 6 times per year.
- Coordinate with VDOT staff to develop meeting agenda topics
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

C. Share information with agencies and the public

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Program website to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Attend Boards of Supervisors meetings in rural member localities in alignment with VDOT quarterly updates

- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs
- Conduct intergovernmental discussion and coordination of transportation projects and developments
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend transportation sessions at statewide conferences
- Attend trainings from state agencies
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

Administration Budget	
SPR Funds (80%)	$14,400
PDC Funds (20%)	$ 3,600
Total Budgeted Expenditure for Program Administration	$18,000

FY 2026 - 2.0 Planning & Local Technical Assistance - $54,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2026. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Short Range Planning and Local and State Assistance

A. Prepare transportation infrastructure grant applications

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of SMART SCALE and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Assist the TJPDC region's counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP or Comprehensive Safety Action Plan projects
- Provide assistance for SMART SCALE grant applications upon request

B. Provide assistance to local and state partners as requested

Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, and bikeway plans and studies

- Participate in VDOT studies as part of the project development pipeline process
- Develop and provide GIS information, as requested
- Work with regional members to identify and understand rural localities' needs to help inform and shape the program each year
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

C. Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian Activities

DESCRIPTION OF ACTIVITIES:

There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

TASKS TO BE UNDERTAKEN:

- Coordinate with the Regional Transit Partnership to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to expand the Mobility Management program and support rural locality engagement in establishing the Regional Transit Authority
- Collaborate with Rideshare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Task 2.2 – Long Range Planning

A. Comprehensive Safety Action Plan

DESCRIPTION OF ACTIVITIES:

TJPDC was awarded a federal Safe Streets and Roads for All Discretionary Grant to develop Comprehensive Safety Action Plans for each of the six jurisdictions. To effectively leverage the funding, the TJPDC is committing additional staff support for the development of the safety action plans through both the Rural Work Program and the CA-MPO's Unified Planning Work Program. Once funding is released, there is a two-year performance period for the development of the Comprehensive Safety Action Plan, which will identify strategies for each locality to reduce the number of fatalities and serious injuries occurring along their roadways.

TASKS TO BE UNDERTAKEN:

- Conduct crash analysis and identify high-priority corridors in collaboration with VDOT staff.
- Attend meetings related to the release of the Safe Streets and Roads for All grant funding, and prepare the agency to receive the funding.
- Provide ongoing administration and coordination of the grant activities in addition to what is supported with the grant funding.
- TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.

B. Travel Demand Management Study

DESCRIPTION OF ACTIVITIES:

One effort that will begin in FY26 is the development of a comprehensive regional Travel Demand Management Study. This study will be used to help identify long-term initiatives to reduce vehicle miles traveled throughout the region. This study will provide a high-level understanding of travel demand factors and support the identification of long-term infrastructure and multimodal transportation improvements needed to support mode shift. Staff support for this study will be supported by both the Rural Work Program and the CA-MPO's Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Review and synthesis of existing literature and studies previously completed in the rural areas.
- Review regional transportation demand model to determine future growth impacts
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service implementation.

C. Coordinated Human Services Mobility Plan Update

DESCRIPTION OF ACTIVITIES:

Programs funded under the FTA Section 5310 program must align with strategies defined in the Coordinated Human Services Mobility (CHSM) Plan. When applying for Section 5310 funding through DRPT, applicants must demonstrate how their project aligns with the CHSM strategies and actions. DRPT is preparing to update the CHSM plan beginning in FY26, and Rural Transportation program staff may participate as a grant recipient if requested.

TASKS TO BE UNDERTAKEN:

- Provide program data and review draft content, as necessary
- Participate in working groups, focus groups, etc.
- Complete surveys, as requested

D. Long Range Priorities and Plans

DESCRIPTION OF ACTIVITIES:

Staff will assess the existing long-range priorities and status of projects from the 2040 Rural Long Range Plan (RLRP). By holistically assessing the needs and funding for projects in the region's rural areas we can determine when the next RLRP will need to be updated.

TASKS TO BE UNDERTAKEN:

- Assess status of projects identified in 2040 RLRP
- Review projects that haven't been funded yet for other opportunities or changes
- Determine how the Comprehensive Safety Action Plan can be applied to the region through the RLRP
- Review with RTAC long range plans in the rural localities
- Create a timeline for plan updates throughout the rural areas

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	$43,600
PDC Funds (20%)	$10,900
Total Budgeted Expenditure for Program Activities	$54,500

FY27 Anticipated Work Tasks

To provide a longer view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

In FY27, continued work on developing a coordinated regional strategy for SMART SCALE funding application projects that prioritize projects by both need and likelihood of funding. The TJPDC will once again assist local governments in application preparation. Staff will continue to work on the comprehensive regional travel demand management study. With the completion of the Comprehensive Safety Action Plan in mid-FY26, staff will determine the level of support for any implementation activities that are identified as part of that plan development.

Appendices

Appendix A: FY-2026 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Total Budgeted Expenditure for Program Administration	$14,400.00	$3,600.00	$18,000.00
Program Activities			
Total Budgeted Expenditure for Program Activities	$43,600.00	$10,900.00	$54,500.00
Task 2.1 – Short Range Planning and Local and State Assistance			
Task 2.2- Long Range Planning			
Total Budgeted Expenditure for Program Administration and Program Activities	$58,000.00	$14,500.00	$72,500.00

Thomas Jefferson Planning District Commission
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RESOLUTION OF APPROVAL
FY26 Rural Transportation Planning Work Program

WHEREAS, the Virginia Department of Transportation (VDOT) allocated \$58,000 of State Planning and Research funds to the Thomas Jefferson Planning District (TJPDC) for work on rural transportation planning activities; and,

WHEREAS, the TJPDC dedicates a 20% match, equivalent to \$14,500, for the State Planning and Research (SPR) funding; and,

WHEREAS, the TJPDC is required to approve its Rural Transportation Planning Work Program by the April Commission meeting of each year; and,

WHEREAS, the Rural Transportation Advisory Committee reviewed the draft work program at their March meeting; and,

WHEREAS, the development of SMART SCALE project funding assistance, a multi-jurisdictional Comprehensive Safety Action Plan, and coordination of regional transit initiatives will be the focus of the work plan activities;

NOW, THEREFORE BE IT RESOLVED that the Thomas Jefferson Planning District Commission, in accordance with § 15.2-4208 of the Code of Virginia, approves the FY 26 Rural Transportation Planning Work Program.

Adopted this 10th day of April, 2025.

______________________________	______________________________
Christine Jacobs, Executive Director Thomas Jefferson Planning District Commission	Tony O'Brien, Commission Chair Thomas Jefferson Planning District Commission
________________________	____________________
Date	Date

MEMORANDUM

To: TJPD 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**

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Telephone (434) 979-7310 ▪ **Fax** (434) 979 1597 ▪ **Virginia Relay Users:** 711 (TDD) ▪ **email:** info@tjpdc.org ▪ **web:** www.tjpdc.org

***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 Gallager 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. **<u>Local Planning Support:</u>** 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. **<u>Regional Water Supply Planning:</u>** Staff attended the required Department of Environmental Quality's (DEQ) regional kick off meetings for the two Regional Planning Units (RPUs) 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. **<u>Virginia Telecommunications Initiative (VATI) 2022</u>:** 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 TJPCD 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, Lovingston
- 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): IIJA 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

Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

April 10, 2025

Prepared by Christine Jacobs, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		None	
Michael Payne			
Phil d'Oronzio			
Albemarle County			
Ned Gallaway, Chair			
Michael Pruitt			
Fluvanna County			
Tony O'Brien, Vice-Chair			
Keith Smith, Treasurer			
Greene County			
Tim Goolsby			
James Higgins			
Louisa County		**GUESTS/PUBLIC PRESENT**	
Tommy Barlow		None	
Manning Woodward			
Nelson County			
Jesse Rutherford			
Ernie Reed			

Closed Session:

1. **Motion to Enter Closed Session:** I, ______________, move that the Commission be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss matters of employee performance of the Executive Director. Motion seconded by ______________.

Roll call vote:

______________ (Aye) (Nay) Michael Payne

______________ (Aye) (Nay) Phil d'Oronzio

______________ (Aye) (Nay) Ned Gallaway

______________ (Aye) (Nay) Jim Andrews

______________ (Aye) (Nay) Tony O'Brien

______________ (Aye) (Nay) Keith Smith

______________ (Aye) (Nay) Tim Goolsby

______________ (Aye) (Nay) James Higgins

______________ (Aye) (Nay) Manning Woodward

______________ (Aye) (Nay) Tommy Barlow

______________ (Aye) (Nay) Ernie Reed

______________(Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

2. **Motion to Exit Closed Session:** I, _________________________, move that the Commission exit closed session. Motion seconded by _______________________ for the committee to exit closed session.

Roll call vote:

_____________ (Aye) (Nay) Michael Payne
_____________ (Aye) (Nay) Phil d'Oronzio
_____________ (Aye) (Nay) Ned Gallaway
_____________ (Aye) (Nay) Jim Andrews
_____________ (Aye) (Nay) Tony O'Brien
_____________ (Aye) (Nay) Keith Smith
_____________ (Aye) (Nay) Tim Goolsby
_____________ (Aye) (Nay) James Higgins
_____________ (Aye) (Nay) Manning Woodward
_____________ (Aye) (Nay) Tommy Barlow
_____________ (Aye) (Nay) Ernie Reed
______________(Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

3. **Motion to Certify:** I _____________________ move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by ____________________ to Certify.

Roll call vote:

_____________ (Aye) (Nay) Michael Payne
_____________ (Aye) (Nay) Phil d'Oronzio
_____________ (Aye) (Nay) Ned Gallaway
_____________ (Aye) (Nay) Jim Andrews
_____________ (Aye) (Nay) Tony O'Brien
_____________ (Aye) (Nay) Keith Smith
_____________ (Aye) (Nay) Tim Goolsby
_____________ (Aye) (Nay) James Higgins
_____________ (Aye) (Nay) Manning Woodward
_____________ (Aye) (Nay) Tommy Barlow
_____________ (Aye) (Nay) Ernie Reed
______________(Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

Certified: _________________