

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: May 1, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since April 10, 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. ***HOME Annual Action Plan and PUBLIC HEARING** – *Ruth Emerick*
The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2025's estimated total funding is \$651,111. The Annual Action Plan's public comment period was April 14 to May 15, 2025. As the lead agency, the Charlottesville City Council considered approval of the plan in their May 5, 2025, meeting. The finalized plan is due to HUD by June 30, 2025. A copy of the draft annual action plan, staff's presentation, and a draft resolution are included in the meeting materials.

i. PUBLIC HEARING

- ii. *Resolution to Adopt the 2025-2026 HOME-CDBG Annual Action Plan

***Recommended Action:** Staff recommends a motion to adopt the 2025-2026 HOME/CDBG Annual Action Plan.

- b. **Legislative Report** – *David Blount*

- c. **Safe Streets and Roads for All (Move Safely Blue Ridge) Presentation and Draft Plan** – *Gorjan Gjorgjievski* – Staff will present on the draft SS4A plan that is circulating to each of the governing boards in the region for their review and consideration for adoption. The plan must be adopted by all participating jurisdictions and the TJPDC Commission (as the lead grant recipient) by June 26, 2025. A copy of the draft plan is included in the meeting materials. No action is required at this time. A final copy of the safety action plan will be included in the June

meeting for final adoption of a resolution to include with the final submission to US Department of Transportation.

4. *Consent Agenda – Chair O’Brien

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

- a. ***Minutes of April 10, 2025, Commission Meeting**
- b. ***March Financial Reports**
 - i. March Dashboard Report
 - ii. March Consolidated Profit & Loss Statement
 - iii. March Balance Sheet
 - iv. March Accrued Revenue Report
- c. ***FY25 Quarter Three (Jan-March) Profit and Loss Prior Year Comparison and Staff Memo**

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

5. *New Business

- a. ***Safe Streets and Roads for All (SS4A) FY25 Grant Submission – Taylor Jenkins and Rob Tieman, UVA**

In partnership with UVA and VDOT, the TJPDC is seeking to submit an FY25 Safe Streets and Roads for All supplemental planning and demonstration grant to study Vulnerable Road Users (VRUs) in the urbanized portions of our planning district. Staff will introduce Rob Tieman, a Professor of Practice at UVA’s school of engineering. Rob will share the details of the proposed study and potential outcomes for the Charlottesville-Albemarle Metropolitan Planning Organization as it relates to supplementing our existing safety action plan. A copy of Mr. Tieman’s presentation, a scope of work, and a draft resolution of support are included in the meeting materials. In their April meeting, the CA-MPO policy board passed a resolution to support the application. The commission is asked to consider a resolution of support to include with the grant application.

***Recommended Action:** Staff recommends a motion to pass a resolution supporting a FY2025 Safe Streets and Roads for All Supplemental Planning and Demonstration grant application in the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) area.

- b. **Regional Water Supply Planning – RPU1 – Resolution – Ruth Emerick**

The TJPDC was asked to serve as the coordinating body for our Regional Planning Unit’s (Middle James 1) Regional Water Supply Plan. Staff prepared an application to DEQ for a small tranche of planning grant funds (\$8,884) to facilitate the planning unit’s activities. As a required component of the application, staff is asking the commission to consider a resolution supporting TJPDC’s role as the lead agent for the planning unit and as the grant applicant for the planning grant funds. Separately, Buckingham County’s governing board will consider a resolution (as a member of RPU1). Nelson County is the only county in the PDC footprint that is in another planning unit (Middle James 2). The TJPDC will serve as a stakeholder in RPU2’s planning efforts. An email with supporting documentation was forwarded to the CAO of each member jurisdiction notifying them that the commission would be considering a resolution in their May 1, 2025, meeting. A copy of the draft resolution is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve a resolution designating the TJPDC as the lead agent in Regional Planning Unit – Middle James River One’s regional water

supply plan and supporting a grant application to the Virginia Department of Environmental Quality for planning grant funds.

c. **TJPDC Officer Slate Notice from Nominating Committee – Ned Gallaway**

The TJPDC elects officers at its June meeting per the commission’s bylaws. In the April commission meeting, the Chair appointed a nominating committee consisting of Ned Gallaway, Jesse Rutherford, and Phil D’Oronzio. The nominating committee will present their slate of recommended officers. Current officers are:

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

d. **FY26 Draft Annual Operating Budget – Christine Jacobs**

The TJPDC Bylaws require a May adoption of the budget, however, due to the ongoing Classification and Compensation study, the commission deferred the FY26 budget to May for a draft review and June for adoption. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2026. The draft Operating Budget is balanced with projected revenues of \$49,681,661 and projected expenditures of \$49,681,661. The budget includes a capital reserve transfer of \$26,000 for building renovations and incorporates the commission’s direction to implement Option 3b of the Classification and Compensation study. A copy of the budget totals, revenues, local contributions as well as a detailed budget memo and a copy of the staff’s presentation are included in the meeting materials for review. No action is needed on this matter. A final draft of the budget will come before the commission in June for final consideration/adoption.

6. Executive Director’s Monthly Report

- a. **Virginia Telecommunications Initiative (VATI) 2022:** Staff continue to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD’s portion of Firefly’s construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

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

- 1,600 miles of field data collection.
- 3,763 miles of fiber design.
- 1,923.5 miles of make ready construction.
- Eight communications huts set.
- 1,476 miles of aerial fiber placement.
- 656 miles of underground fiber placement.
- 1,755 miles of splicing.
- 19,266 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.

- b. **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.
- 17,800 linear feet of fiber completed.
- 126 passings.

Stakeholders' Meeting: In coordination with Firefly, TJPCD prepared, scheduled, and facilitated the ninth Quarterly Stakeholders meeting on March 6, 2025, to communicate timely and consistent information. Attendees included county and utility partners as well as staff from Firefly and TJPCD.

Site Visit: Each month, TJPCD staff conduct site visits to monitor ongoing work across the project area. April's site visit is planned to observe completed fiber installed along St. Johns Road and made available to the St. John Family Life and Fitness Center in Albemarle County.

d. **Transportation**

- i. Rural Transportation FY26 Work Plan – Staff amended the Rural Transportation FY26 Work Plan to include specific language which will make purchases of computer hardware an eligible expense. VDOT State Planning and Research Funds are permitted to be used for the replacement of hardware, software, and technology necessary to carry out the scope of work as long as there is explicit language in the work plan indicating the intent to use the funds for such purchases. A copy of the updated plan is included in the meeting materials. The amended language can be found on page eight (8) under Section D: Computer and Other Technology Purchases. Staff is required to notify the Commission of any non-substantive changes to the approved work plan, however, no action is needed on this matter.
- ii. US Department of Transportation (DOT) Letter – In an effort to keep the commission abreast of the uncertain federal funding landscape, staff is sharing a letter received April 24, 2025, from Secretary of Transportation, Sean Duffy. The letter was sent to all recipients of federal financial transportation assistance and clarifies that all DOT fund recipients must adhere to legally enforceable agreements and comply fully with all applicable Federal laws and regulations. The letter further stipulates that Equal Protection principles of the Constitution prohibit entities from discriminating on the basis of protected characteristics and includes reference to the Civil Rights Act of 1964, prohibiting discrimination based on protected characteristics in Federal funding and employment contexts in Title VI, Title VII and other relevant acts, titles, and amendments. The letter gives further guidance on policies, programs, or activities that are discriminatory related to "diversity, equity, and inclusion" and states recipients' legal obligations to cooperate with Federal authorities in the enforcement of Federal law, including cooperating with and not impeding US Immigration and Customs Enforcement (ICE). No action is needed on

this matter. Staff are sharing a copy of the letter in an effort to be transparent and keep the commission informed of communications received by our federal funding agencies.

- iii. SMART SCALE Area Types – Scoring Scenario Comparison Report and Tables – TJPDC staff and Virginia Department of Transportation (VDOT) staff have been discussing the defined Area types that are used for SMART SCALE scoring. The TJPDC’s urbanized area is Area Type A due to its population density. However, the rural areas within the planning district are currently classified as Area Type C. Analysis has been conducted to determine if a designation of Area Type D is a more appropriate designation and if local SMART SCALE scores would benefit from the change in designation. Included in the meeting materials is a report prepared by the VDOT Culpeper District staff analyzing the area type weighting comparisons and their impact on SMART SCALE project scores. Additionally in the meeting materials, is a comparison table showing the impact of a change of Area Type on the individual projects scores by SMART SCALE round in the PDC’s rural areas. The TJPDC is sharing this information with our rural member jurisdictions in order to determine if there is consensus on petitioning the Commonwealth Transportation Board (CTB) to consider a change to our rural areas’ ‘Area type’. The Rural Transportation Advisory Committee (RTAC) has been briefed on this topic. Additionally, TJPDC staff will send communication directly to the County Administrators to gauge interest in pursuing a change.

8. Closed Session Per Code of Virginia 2.2-3711 A.1. – Executive Director Evaluation – Commissioners will gather in closed session to conduct an annual review of the Executive Director.

9. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – June 5, 2025, 7:00 pm

Items for next meeting:

- i. FY26 Operating Budget for Consideration/Approval
- ii. Election of TJPDC Officers
- iii. Safe Streets and Roads for All Final Plan for Consideration/Adoption
- iv. Housing Preservation Grant Pre-Application Approval and IGR Review, Resolution
- v. Employee Handbook and Financial Policy Revisions
- vi. Regional Housing Study Presentation
- vii. Charlottesville-Albemarle Regional Transit Authority Draft Memorandum of Understanding (pending)
- viii. DHCD CDBG Regional Priorities (pending)

10. Adjourn

Designates Items to be Voted On
