

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 5, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since May 1, 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

- a. **Regional Housing Study Presentation** – *Mel Jones, Jonathan Knopf, Laurie Jean Talun*
The TJPDC is kicking off a Regional Housing Study and Strategies Plan. Supporting consultants from the Virginia Housing Research Center and Housing Forward Virginia will present the scope of work and detail the planning process. A copy of the presentation is included in the meeting materials. No action is required.

4. *Consent Agenda – *Chair O'Brien*

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

- a. ***Minutes of May 1, 2025, Commission Meeting**
- b. ***Minutes of May 1, 2025, Closed Session**
- c. ***April Financial Reports**
 - i. April Dashboard Report
 - ii. April Consolidated Profit & Loss Statement
 - iii. April Balance Sheet
 - iv. April Accrued Revenue Report
- d. ***Employee Handbook Revisions (Approved by Finance/Executive Committee 5.1.2025)**
- e. ***Financial Management Policy Revisions (Approved by the Finance/Executive Committee 5.1.2025)**

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

5. *Old Business

- a. **Hazard Mitigation Planning Grant** – *Isabella O'Brien*

Staff previously presented to the commission on the forthcoming application to the Virginia Department of Emergency Management (VDEM) for a Federal Emergency Management Administration (FEMA) grant to develop the required five-year Hazard Mitigation Plan. Staff will present updates to the plan's budget and scope of work. The presentation to the commission will fulfill the Inter-Governmental Review (IGR) requirements. A copy of the staff's presentation, the IGR certification, and a draft resolution of support are included in the meeting materials.

***Recommended Action:** Staff recommends a motion to pass a Resolution supporting the application of a Regional Hazard Mitigation Planning Grant and supporting the TJPDC as the administrator and manager of the development of the plan, if awarded.

b. ***Safe Streets and Roads for All (SS4A) Staff Memo and Resolution – Christine Jacobs**

In May, staff presented the draft Safe Streets and Roads for All Safety Action Plan. In further review of all federal executive orders, and in response to a letter from the US Transportation Secretary (received by all recipients of federal funds), several non-substantive changes were made to the draft to comply with directives, to include the removal of references to USDOT initiatives (such as Justice 40 and the Climate and Economic Justice Screening tool). Additional census data and maps were included in the background data sections. A staff memo and copy of the draft plan are forthcoming. The plan needs to be adopted by all member jurisdictions and the TJPDC Commission in time for submittal to USDOT by June 26, 2025.

***Recommended Action:** Staff recommends a motion to pass a resolution supporting the adoption of the Move Safely Blue Ridge Comprehensive Safety Action Plan, as revised.

c. **Election of TJPDC Officers– Tony O'Brien**

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 presented their recommended slate in the May 1, 2025, meeting. The recommended slate includes:

- Keith Smith, Chair
- Michael Payne, Vice Chair
- Phil D'Oronzio, Treasurer
- Christine Jacobs, Secretary

***Recommended Action:** The TJPDC Nominating Committee recommends a motion to approve the following slate of officers for Fiscal Year 2026: Keith Smith, Chair, Michael Payne, Vice-Chair, Phil D'Oronzio, Treasurer and 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 \$49,834,111 and projected expenditures of \$49,834,111. The budget includes a capital reserve transfer of \$26,000 for building renovations and incorporates a revised recommendation to 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 of changes made between the draft and

final version presented tonight are included in the meeting materials. Additional materials include a draft resolution.

***Recommended Action:** Staff recommends a motion to approve the Resolution adopting the FY26 Annual Operating Budget, as presented.

6. ***New Business**

a. **Authorization to Sign VA Department of Rail and Public Transportation (DRPT) Master Agreement and Authorization to Sign FFY25 Federal Transit Administration (FTA) Certifications and Assurances—Christine Jacobs**

The TJPDC Commission administers transportation grant projects through fiscal administration and management from the Virginia Commonwealth Transportation Board (CTB) for the Charlottesville-Albemarle Metropolitan Planning Organization, the PATH Mobility Management 5310 program, the RideShare program and other transportation funding from federal, state and local sources. Prior to entering into any agreements, the CTB requires a multi-year Master Agreement to be executed constituting the terms and conditions governing receipt of grants provided by DRPT. Additionally, the Federal Transit Administration requires Annual Certifications and Assurances for all recipients of federal funds. The Certifications and Assurances must be signed by both the recipient and their legal counsel. Included in the meeting packet are copies of the State Master Agreement and the federal Certifications and Assurances as well as a resolution authorizing the Executive Director to execute the Master Agreement.

***Recommended Action:** Staff recommends a motion to adopt a resolution authorizing the Executive Director to execute a Master Agreement for the use of Commonwealth Transportation Board (CTB) funds through the Department of Rail and Public Transportation and to authorize the Executive Director to execute the FTA Certifications and Assurances.

b. **TJPDC Revised Financial Target – Christine Jacobs**

In its May meeting, the Finance/Executive Committee received a presentation from staff recommending the consideration of revising the agency's financial targets. Staff will present the recommendations to the full commission. A copy of the staff's presentation is included in the meeting materials.

***Recommended Action:** The Finance/Executive committee recommends a motion to adopt and implement, effective July 1, 2025: Increasing the target months of Net Quick Assets from five (5) to eight (8) months of average monthly operating expenses and Revising the Restricted Capital Reserves calculation to be based on Net Quick Assets above the eight (8) months of average monthly operating expenses.

7. **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 May are as follows:

- 1,600 miles of field data collection.
- 3,812 miles of fiber design.
- 2,006 miles of make ready construction.
- Eight communications huts set.
- 1,537 miles of aerial fiber placement.
- 689 miles of underground fiber placement.
- 1,854 miles of splicing.
- 20,764 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 TJPDC and Firefly's \$12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene and Louisa Counties in our Planning District. Monthly progress reports are submitted to DHCD.

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

- Field data collection, fiber design and service drops from aerial construction underway.
- 18,600 linear feet of fiber completed.
- 126 passings.

Site Visit: Each month, TJPDC staff conduct site visits to monitor ongoing work across the project area. On April 28, TJPDC staff conducted a site visit to the St. John Family Life & Fitness Center in Albemarle County, identified as one of the historic, African American Rosenwald Schools in Virginia. The building has been recently connected by Firefly for broadband service and Firefly will soon place an outdoor Internet Hotspot at the location.

- c. **Blue Ridge Cigarette Tax Board:** Rappahannock County approved a county budget for FY26 that assumes the implementation of a cigarette tax, and will be joining the BRCTB for FY26, bringing the number of localities that are members of the Board to 11.
- d. **Legislative:** A final report of legislation adopted by the 2025 General Assembly and signed into law has been distributed throughout the region and also posted on the TJPDC website.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – No July Meeting (unless required)

August 7, 2025, 7:00 pm

Items for next meeting:

- i. Virtual Meeting Policy
- ii. Conflict of Interest Policy
- iii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review (IGR) with Resolution for Approval (pending)
- iv. Area Types for Smart Scale – Rural Areas
- v. DHCD CDBG Regional Priorities (pending)

9. Adjourn

Designates Items to be Voted On
