

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: August 7, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since June 5, 2025. Items with an asterisk (*) require action from the Commission.

1. Call to Order

- a. Call to Order, Roll Call – *Chair Smith, 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. **Area Types for SMART SCALE – Rural Areas** – *Taylor Jenkins*

The Rural Areas of the TJPDC are currently designated as Area Type “C” for the purposes of scoring SMART SCALE projects. SMART SCALE is a statewide program used to evaluate potential transportation projects for state funds through the District Grant Program and the High Priority Project Program. Scoring is based on a set of key factors and then weighted based on an area’s Area Type. Following Round VI of SMART SCALE, TJPDC and VDOT staff began discussions to better understand the impacts of area types on scores. Staff will present the findings of the analysis and will make a recommendation to the commission to consider requesting a change to our rural areas’ Area Type. Included in the meeting materials is a copy of the staff’s presentation. Also included in the packet is a copy of a detailed memo and VDOT’s analysis that was sent to all County Administrators/Executive and Rural Transportation Advisory Committee staff. This item is informational only and will come back to the board in the September Commission meeting for consideration for action.

b. **FFY25 Housing Preservation Grant Presentation and Inter-Governmental Review** – *Logan Ende*

The TJPDC is applying for an FFY25 Housing preservation Grant (HPG) federal funding grant. The TJPDC has served as the grantee for the regional HPG program for the past nine years, succeeding Piedmont Housing Alliance, who served as the grant recipient and administrator for several years. The state has not confirmed the total state allocation available, however, if years past are an indicator, the full grant amount will not exceed \$300,000. No single entity can be awarded more than half of the state’s allocation if there are other qualified applicants. As such, we are indicating that we will apply for up to \$300,000, however, once the available award amount is announced, the specific dollar amount of the application will be updated to reflect that. A copy of staff’s presentation and the official Inter-Governmental Review request are included in the meeting materials.

4. ***Consent Agenda – Chair Smith**

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

- a. ***Minutes of June 5, 2025, Commission Meeting**
- b. ***May and June Financial Reports**
 - i. June Dashboard Report
 - ii. May and June Consolidated Profit & Loss Statement
 - iii. May and June Balance Sheet
 - iv. June Accrued Revenue Report
- c. ***FY25 Quarter Four (April – June) Profit and Loss Prior Year Comparison, Staff Memo**
- d. ***Executive Director Annual Contract Resolution**

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

5. ***Old Business**

- a. None

6. ***New Business**

- a. ***Annual Adoption of Remote Electronic Meeting and All-Virtual Meeting Policy – Christine Jacobs**

The Remote Electronic Meeting Participation and All-Virtual meeting policy has two purposes. The first is to provide for the TJPDC to permit a member to participate in a Commission meeting through electronic means from a remote location, and the second is to allow the Commission to conduct all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA). § 2.2-3708.3 (D) requires that public bodies “...shall at least once annually adopt a policy, by recorded vote at a public meeting...” A draft copy of the policy is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to adopt the Remote Electronic Meeting Participation and All-Virtual Meeting Policy, as presented.

7. **Executive Director’s Monthly Report**

- a. **HOUSING**

Regional Housing Study

- The Housing Study kick-off on June 11th was successful and was attended by 34 people. Most were locality staff and elected officials, while a few attended from non-profits or the Regional Housing Partnership.
- The initial listening sessions with locality staff and elected officials were completed in July and will continue into August.
- VCHR data training begins in July and will continue into September. Nearly 30 plan to attend.

HOME

- The Environmental Assessments have been approved for major projects in Fluvanna, Nelson, and Louisa counties, which means that construction may begin.
- Skyline CAP is in the process of finding new rental properties to purchase in Greene County.

HOME-ARP

- BRACH is continuing to oversee case management and rental assistance for Albemarle households.

VA Housing PDC Grant

- The PDC grant passed through \$581,326.04 to our subrecipients in June. We just submitted another request to Virginia Housing for an additional \$240,000 in pass through project funds
- 11 units have been completed to date through the PDC grant by Habitat for Humanity of Greater Charlottesville's Southwood Project.

Housing Preservation Grant (USDA)

- In June, 13 projects totaling \$51,244.52 in USD contributions, serving 33 people were completed. The TJPDC is set to complete \$28,518.94 in USDA HPG contributions towards eight (8) projects in July.

b. TRANSPORTATION

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

- All six jurisdictions — the counties of Albemarle, Fluvanna, Greene, Louisa, Nelson and the City of Charlottesville — formally adopted the *Move Safely Blue Ridge* Comprehensive Safety Action Plan.
- The fully adopted plan was submitted to the Federal Highway Administration (FHWA) for review.

Ongoing Efforts

- Coordinating with the City of Charlottesville on implementation of the East High Street Safety Demonstration Project.
- Promoting the adopted plan through engagement activities on social media and in newsletters.

Upcoming Efforts

- SS4A Action Plan grant close-out process.
- Assist and support the local jurisdictions in preparing for future SS4A implementation grant opportunities.

PATH/Mobility Management

Recent activities

- PATH continues story gathering project run together with AARP, Charlottesville Area Alliance and MPact – project is on the stage of conducting individual interviews and recruitment participants for focus groups (all jurisdictions)

- PATH held presentations:
 - at VIA center for Neurodevelopment – workshop for children with autism and developmental challenges (Charlottesville)
 - Two Travel Trainings at The Center at Belvedere. Two sessions per month are planned until October. (Charlottesville)
- PATH was present at:
 - Healthy Streets, Healthy People fair (Charlottesville)
 - Community Health and Wellness Fair in Mineral (Louisa)
- PATH held annual meetings with Civile Village and HSW volunteer programs (Charlottesville, Nelson)
- PATH had a meeting with Lloyd Runnett, Executive Director of Louisa Resource Council – exploring possible collaboration (Louisa)
- PATH was featured in local media (News 29 WVIR, Charlottesville Right Now)
- PATH continues following activities: Helpline, Transportation Assistance Fund

Planned activities

- Meeting with new JABA CEO
- Transportation workshop at JABA Community Senior Center (Charlottesville) and the Independence senior living (Charlottesville)
- PATH will be present at:
 - Blue Ridge Health Center Health Fair (Nelson)
 - Westhaven Days (Charlottesville)
 - Spring Creek Healthy Living Expo (Louisa, Fluvanna)

Rural Transportation

- The Rural Transportation Advisory Committee (RTAC) kicked off the rural transportation planning needs assessment, a project where staff will identify transportation planning needs throughout our rural jurisdictions and identify activities for future year rural work programs.
- TJPDC staff continue to assess the rural area types, their associated scoring weights, and the potential impacts on Smart Scale scores in the rural areas of the district.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are preparing to kickoff transportation demand management study, which will identify strategies to reduce vehicle miles traveled (VMT) within the urbanized area.
- The TJPDC was not awarded a RAISE/BUILD grant for the Rivanna River Bicycle and Pedestrian Crossing Preliminary Engineering.
- Staff submitted an FY25 SS4A grant application for the CA-MPO/UVA vulnerable road user safety action plan project.
- Staff attended the Virginia Association of Metropolitan Planning Organizations (VAMPO) Annual Board of Directors meeting in Richmond as well as the VAMPO Peer-to-peer meeting. Staff attended the Virginia Chapter of the American Planning Association annual meeting.

- Regional Travel Demand Model Update: Staff continue to work with VDOT and consultant to update the regional travel demand model. Staff continue to coordinate data collection and review with local staff and UVA staff. An update will be presented to the CA-MPO Technical Committee and Policy Board in August for approval of demographic and employment data.

Other

- The Commonwealth Transportation Board approved their six-year improvement program, which includes VDOT and DRPT budgets and FY26 funding for the following transportation programs: RideShare, transit (PATH and CARTA prioritization study), and the SMART SCALE consensus scenario.
- Staff completed the required DRPT Financial Compliance Review Process. No substantive findings were noted other than specific instances where multiple invoices were submitted within the same month. A corrective action plan has been drafted and will be overseen by the Transportation Director.

C. ENVIRONMENT

Regional Water Supply Planning

- A kickoff for the Regional Water Supply Planning process was held at the end of June. The TJPDC set up the website and file sharing platform for internal use and are scheduling individual meetings with localities to discuss data needs.

Watershed Improvement Program

- Staff submitted the required interim submission to the VA Department of Environmental Quality (DEQ)
- There are four (4) rain barrel workshops planned for fall
 - **Thursday, September 4 @ 6pm** - Rain Barrel Workshop in Charlottesville at Starr Hill Downtown
 - **Thursday, October 2 @ 6pm** - Rain Barrel Workshop in Albemarle County - James River Brewery
 - **Friday, October 17 @ 6pm** - Rain Barrel Workshop in Fluvanna County at Cunningham Creek Winery
 - **Wednesday, October 29 @ 6pm** - Rain Barrel Workshop in Louisa County at Calie Opie's Orchard
- The Pilot Septic Program is officially beginning in August and final preparation is underway

Hazard Mitigation Program

- Staff submitted a regional grant application

Rivanna River Basin Commission (RRBC)

- The fall RRBC conference will be held September 24, 2025, focusing on water supply planning and data centers with speakers from the Virginia Association of Counties (VACO), the Rivanna Water and Sewer Authority (RWSA), the Virginia Department of Environmental Quality (DEQ), Piedmont Environmental Council (PEC), and the Rivanna Conservation Alliance (RCA). Registration is open: <https://www.eventbrite.com/e/1417517275329?aff=oddtcreator>

Environmental Reviews

- Executive Order 12372 tasks federal agencies with notifying and seeking comment from states and local elected officials when they are affected by federal financial assistance or federal development. As Virginia has not chosen to formalize a statewide process for review and comment, some federal agencies have enumerated steps pertaining to this intergovernmental review (IGR) process for applicants applying for federal assistance. They then forward applications to the regional/local planning entities, such as TJPDC, for review and any comment. Additionally, such entities also receive information from state agencies about projects and programs, with an opportunity to comment, due to other Code or regulatory requirements. TJPDC maintains record of the receipt of such notices pertaining to our region, as well as actions taken to inform our member governments of such applications and notices that afford opportunity for comment.
- A copy of all the Environmental Reviews received can be found here: <https://tjpd.org/our-work/intergovernmental-reviews>

- d. **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.

On July 10th, DHCD approved an amendment to the original VATI 22 agreement which expands the project in Campbell, Madison and Greene Counties, increasing the number of serviceable units from 36,225 to 38,785 and the total project amount from \$287,997,600 to \$303,569,624. Concurrent to this amendment, DCHD also approved, on July 15th, an extension to the VATI project, extending the project's end date from August 15, 2025 to June 30, 2026.

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

- 1,600 miles of field data collection.
- 3,859 miles of fiber design.
- 2,096 miles of make ready construction.
- Nine communications huts set.
- 1,608 miles of aerial fiber placement.
- 698 miles of underground fiber placement.
- 2,010 miles of splicing.
- 22,436 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.

- e. **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 July 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: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On May 6, TJPDC staff visited the Saunders Brothers Nursery and Farm Market in Piney River, in Nelson County. Saunders Brothers is a family-owned operation with over 400 acres and has been in business for over 100 years. Many of Saunders Brothers' orchards and greenhouses are in the Appalachian Power electric service territory, supported by the VATI project and connected to Firefly. They have more than 13 Firefly accounts to assist them in the management of their operation.

On June 12, TJPDC and DHCD staff conducted a site visit to the Cuckoo Fiber Hut in Mineral, in Louisa County. They met with Firefly staff and viewed the equipment housed in the hut. Firefly staff shared GPS maps and updates for both the VATI 22 and VATI 24 projects during the visit. The visit concluded with a stop at the Fifty-third Winery & Vineyard to observe the external and internal fiber connection made to the business. Winery staff shared the importance of the fiber broadband to its operation and its customers and shared appreciation for the project.

- f. **BLUE RIDGE CIGARETTE TAX BOARD:** The Blue Ridge Cigarette Tax Board (BRCTB) held its quarterly meeting on July 28. With numerous changes in locality representatives in the nearly four years since the Board was established, the Board received a review of key policies that had been adopted to govern the financial and operational work of the Board. An 11th member jurisdiction, Rappahannock County, has now joined the Board as well.
- g. **LEGISLATIVE:** The Director of Legislative Services will be planning visits to the local governing body meetings in September to provide a legislative update and to kick off the legislative program development process.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – September 4, 2025, 7:00 pm – In Person

Items for next meeting:

- i. Delivery of Draft FY27 Project Budget and Local Revenue Requests
- ii. HOME & CDBG CAPER Draft Presentation, Public Hearing, Resolution
- iii. July 2025 Financials
- iv. VATI Presentation/Update (6 months)
- v. WIP Grant Update

8. Adjourn

Designates Items to be Voted On

NOTICE OF ELECTRONIC MEETING

This meeting of the Thomas Jefferson Planning District Commission (TJPDC) is being held pursuant to Code of Virginia subsection C of § 2.2-3708.3, which allows a public body to hold all-virtual public meetings. The meeting is being held via electronic video and audio means through Zoom online meetings and is accessible to the public. The method for holding this meeting shall not change unless a new meeting notice is provided. Should the electronic transmission fail you may reach out to the TJPDC at remerrick@tjpd.org.

Notice has been provided to the public through notice at the TJPDC offices, to the media, web site posting and agenda. This meeting is being held pursuant to the Remote Electronic Participation and All-Virtual Meeting Policy, as adopted by the TJPDC on July 25, 2024. The meeting minutes will reflect that the meeting was held by electronic communication means, and the type of electronic communication means by which it was held. A recording of the meeting will be posted at www.tjpd.org within 10 days of the meeting.