

AGENDA

Commissioners and Guests - Join Zoom Meeting:

<https://us02web.zoom.us/j/85918646792>

Meeting ID: 859 1864 6792

By call-in: 1 (301) 715-8592

- 1. Call to Order**
 - a. Call to Order, Roll Call – *Chair Smith, Ruth Emerick* 7:00 – 7:05
 - b. Read Electronic Meeting Notice - *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. Area Types for SMART SCALE – Rural Areas - Presentation – *Taylor Jenkins* 7:10 – 7:25
Memo and VDOT Analysis Sent to CAOs and RTAC staff 7.15.2025
 - b. FFY25 Housing Preservation Grant Presentation and Inter-Governmental Review – *Logan Ende* 7:25 – 7:40
- 4. *Consent Agenda – Chair Smith** 7:40 – 7:45
 - 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
- 5. *Old Business** 7:45 – 7:45
 - a. None
- 6. *New Business** 7:45 – 7:50
 - a. *Annual Adoption of Remote Electronic Meeting Participation and All-Virtual Meeting Policy – *Christine Jacobs*
- 7. Executive Director's Report** 7:50 – 8:00
 - a. Monthly Report – *Christine Jacobs*
- 8. Other Business**
 - a. Roundtable Discussion by Jurisdiction 8:00 – 8:25
 - b. Next Meeting – September 4, 2025, 7:00 pm
Items for next meeting:
 - i. Delivery of Draft FY27 Projected 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
- 9. *ADJOURN** 8:25

* Designates Items to be Voted On



TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O'Brien	Fluvanna County
Keith Smith, Chair	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, Treasurer	City of Charlottesville

TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance and HR 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

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 remerick@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.

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@tjpd.org or visit the website www.tjpd.org.

TJPDC SMART SCALE Area Type Consideration

TJPDC Commission Meeting
August 7, 2025



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Agenda

- I. SMART SCALE Program Overview
- II. Scoring Factors and Weighting
- III. Area Type D Scoring Outcomes Analysis for TJPDC Region
- IV. Next Steps

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SMART SCALE Program Overview

Prioritization process used to fund projects in two construction programs:

- **High Priority Projects Program (HPP)**
 - Funds projects of statewide/regional significance
 - Competitive statewide
 - Projects must meet thresholds for location and project type to be eligible
 - TJPDC and CA-MPO are eligible
- **District Grant Program (DGP)**
 - Funds projects of local significance
 - Competitive within each VDOT Construction District
 - Only localities are eligible

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Scoring Factors and Weighting

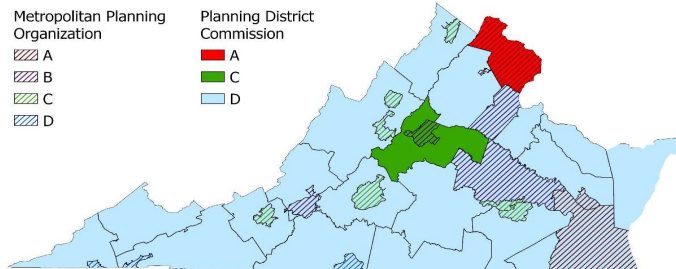
- Six scoring factors specified in Virginia State Code
- Factor weights used to calculate project score based on Area Type
 - Category A = Most Urban
 - Category D = Most Rural
- Area types are assigned by **planning district commission** and **metropolitan planning organization boundaries**
- Currently, TJPDC is **Area Type C**

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	15%	45%	25%	Multiplier	5%	10%
Category B	20%	25%	25%	Multiplier	20%	10%
Category C	30%	20%	15%	Multiplier	25%	10%
Category D	40%	10%	10%	Multiplier	30%	10%

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Scoring Factors and Weighting

TJPDC and Northern Virginia Regional Commission are the only two PDCs not categorized as Area Type D



Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	15%	45%	25%	Multiplier	5%	10%
Category B	20%	25%	25%	Multiplier	20%	10%
Category C	30%	20%	15%	Multiplier	25%	10%
Category D	40%	10%	10%	Multiplier	30%	10%

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Round 4: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 4 Criteria	Round 6 Criteria
Culpeper	TJPDC	Exit 107 Park and Ride Lot	HPP	+	+
Culpeper	Fluvanna County	Troy Road (631) and Route 250 Roundabout	DGP	+	+
Culpeper	Fluvanna County	South Boston Road (600) at Lake Monticello Road (618)	DGP	+	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	Both	+	+
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	+	+
Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	+	+
Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	+	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	+	+
Lynchburg	Nelson County	Route 29 & Oak Ridge Road	Both	No Change	+
Lynchburg	Nelson County	Route 6/151 Intersection	DGP	+	+

Land Use was not a scoring factor for Area Types C & D in Round 4
 → Round 6 Criteria scoring outcomes does not include a Land Use Score

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Round 5: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 5 Criteria	Round 6 Criteria
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	+	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	+	+
Culpeper	Louisa County	Spring Creek/Camp Creek/Route 15 Intersection Improvements	DGP	-	+
Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	-	-
Culpeper	Fluvanna County	Troy Road (631) and Route 15 Intersection	DGP	+	+
Culpeper	Fluvanna County	Rte 53 and Rte 618 Martin's King Road Int Improvements	DGP	+	+
Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	+	+
Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	+	+
Lynchburg	Nelson County	Route 6/151 Intersection Improvement	DGP	+	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	+	+
Lynchburg	Nelson County	Route 29 and Front Street Signalized R-cut intersection	Both	+	+

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Round 6: Area Type D Scoring Change Outcomes

District	Applicant	Title	Grant Program	Round 6
Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	+
Culpeper	Greene County	RT29-616 RCUT Project	DGP	+
Culpeper	Albemarle County	US 29 and Plank Road Intersection Improvements	DGP	+
Culpeper	Louisa County	Route 15-22 Intersection Improvements	DGP	+
Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	+
Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	DGP	+
Lynchburg	Nelson County	Route 151 at Tanbark Drive Roundabout	DGP	+

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VDOT Analysis Overall Findings

Changing from Area Type C to D will improve project scores overall

- Some projects may go down in rankings due to other project scores improving by a greater amount

No indication that area type C vs D impacted actual project selection outcomes in Rounds 4 through 6

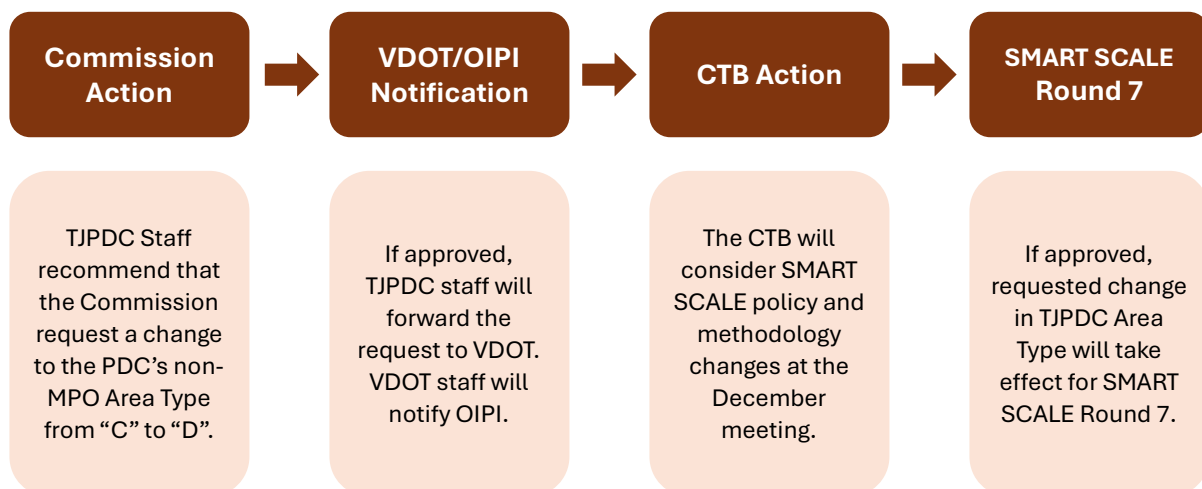
- US 33/Advance Mills/Greencroft Intersection would move up from rank 8th to 5th in Round 6 → Next funded project had additional funds been available in DGP

The Area Type for CA-MPO would remain Category B

- Area Type Category is determined by project location, not by submitting entity
- Any applications TJPDC submits for projects within the MPO boundary would still be evaluated using Area Type B Factor Weights

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Next Steps



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Questions?

Taylor Jenkins
(434) 424-0652
tjenkins@tjpdcc.org



MEMO

To: Jeff Richardson, Albemarle County Executive
Eric Dahl, Fluvanna County Administrator
Cathy Schafrik, Greene County Administrator
Christian Goodwin, Louisa County Administrator
Candy McGarry, Nelson County Administrator
From: Christine Jacobs, TJPDC, Executive Director
Date: July 15, 2025
Re: SMART SCALE Area Type Change - Rural

Purpose:

To provide information in consideration of changing the TJPDC non-MPO Area Type from “C” to “D” for the evaluation of SMART SCALE applications.

Background:

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 key factors to include:

- Congestion Reduction (Mitigation)
- Safety
- Accessibility
- Environmental Quality
- Economic Development, and
- Land Use

In recognition of the diverse range of physical landscapes, transportation needs, and local priorities across the Commonwealth, projects are evaluated according to an assigned “Area Type” determined by the Commonwealth Transportation Board (CTB), acting through the Office of Intermodal Planning and Investment (OIPI). The four Area Types (A through D) identify how each of the above factors are weighted in the SMART SCALE scoring process.

Area Types are assigned at the PDC (Planning District Commission) and MPO (Metropolitan Planning Organization) levels for rural and urban areas respectively. Area Types are not assigned at the individual jurisdiction level, so a change in area type would affect all counties within the PDC. The Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) area is identified as Type “B” and is not included in this discussion for consideration for change.

The rural portions of the TJPDC are identified as Type “C”, and as such, the Type “C” factor weights are applied when evaluating SMART SCALE projects submitted within the rural areas.

Discussion:

Following the results of Round VI of SMART SCALE, the TJPDC and VDOT began discussing the Commonwealth's area types and their associated factor weights and the influence of area types on the scores of the most recently submitted projects. Additionally, it was noted that the TJPDC region was unique in its rural area's Type "C" designation compared to most of the state's comparable planning areas.

According to a scoring scenario comparison prepared by VDOT staff (linked below), the TJPDC is the only rural area categorized as Area Type "C". All other PDCs with rural areas are categorized as Area Type "D", in which the highest weighted factor is safety. This triggered an analysis of how the different area type designations could/would have affected the outcomes of the SMART SCALE scores on the previous three (3) rounds of the program.

A VDOT analysis of three SMART SCALE rounds (linked below) illustrated that, with a few exceptions, projects within the TJPDC's rural area would have received higher scores and been ranked more competitively if the TJPDC were categorized as Area Type "D" instead of Area Type "C". The documents linked below (and attached) show the full analysis.

1. *Attachment A: VDOT SMART SCALE Area Type Weighting Comparisons*
2. *Attachment B: VDOT SMART SCALE Scoring Scenario Comparisons*

Based on the analysis, the TJPDC staff is recommending that the TJPDC Commission consider a request to change the non-MPO areas from Area Type "C" to Area Type "D." A change in Area Type designation will require action from the TJPDC Commission and the Commonwealth Transportation Board (CTB) before the start of the next round of SMART SCALE (February 2026).

In advance of presenting the topic to the TJPDC Commission, staff presented the analysis to the Rural Transportation Advisory Committee (RTAC) comprised of staff from each of the jurisdictions for an in-depth discussion on the impacts of an area type change. In their June 17, 2025, meeting, RTAC voted unanimously to recommend to the TJPDC Commission that they submit a request to the CTB to change the PDC's non-MPO Area Type from "C" to "D." This recommendation will be presented to the TJPDC Commission in their August 7, 2025 meeting as an informational item, with the intention to bring it back before them in their September 4, 2025 meeting for action. Should the commission decide to change the rural area's type, it would be forwarded to the CTB in their October meeting for consideration.

Requested Action:

TJPDC staff are forwarding this memo and the associated *VDOT SMART SCALE Area Type Weighting Comparisons* and *VDOT SMART SCALE Scoring Scenario Comparisons* to leadership in each of our rural areas to ensure that your jurisdictions are informed and supportive of the recommendation prior to the TJPDC Commission's action. I would encourage you all to read the attached VDOT documents and forward them on to any additional staff members not listed below. While no official action is required on the individual jurisdictions' governing boards to request the change, the TJPDC staff would like to ensure that there is no opposition to the requested change before moving forward. The TJPDC staff are happy to make themselves available to you to discuss and answer any questions that you might have. Once you have had a chance to review, please reach out if you would like to schedule time to discuss. If we do not hear from you or someone on your team before the Commission's

September 4th meeting, we will move forward with recommending that the Commission take action to request a change the Area Type to "D."

Attachments:

VDOT SMART SCALE Area Type Weighting Comparisons

VDOT SMART SCALE Scoring Scenario Comparisons

CC:

Tonya Swartzendruber, Albemarle County
Alberic Karina-Plun, Albemarle County
Kelly Harris, Fluvanna County
Todd Fortune, Fluvanna County
Jim Frydl, Greene County
Stephanie Golon, Greene County
Chris Coon, Louisa County
Tom Egeland, Louisa County
Dylan Bishop, Nelson County
Chuck Proctor, VDOT Culpeper District
Sandy Shackelford, VDOT Culpeper District
Sean Nelson, VDOT Culpeper District
Carrie Shephard, VDOT Albemarle and Greene Residency
Scott Thornton, VDOT Fluvanna and Louisa Residency
Chris Winstead, VDOT Lynchburg District
Rick Youngblood, VDOT Lynchburg District
Carson Eckhardt, VDOT Lynchburg District
Robert Brown, VDOT Nelson Residency
Taylor Jenkins, TJPDC
Sara Pennington, TJPDC

Attachment A

SMART SCALE Area Type Weighting Comparisons: Thomas Jefferson Planning District Commission

Prepared by: VDOT Culpeper District

Area Types and Factor Weighting

SMART SCALE is the process that is used to prioritize projects and select projects for funding through the District Grant Program and the High Priority Project Program. The factors that are used to prioritize projects are based on those explicitly established in [Virginia Code Section 33.2-370](#) and in conformance with the established priorities identified through the Statewide Transportation Plan codified in [Virginia Code Section 33.2-353](#). The scoring factors are listed below:

- Congestion Reduction (Mitigation)
- Safety
- Accessibility
- Environmental Quality
- Economic Development
- Land Use

While the factors used to prioritize projects within the state are based on adopted code, the Commonwealth Transportation Board, acting through the Office of Intermodal Planning and Investment (OIP), has more direct influence on how those factors are used to select projects.

OIP has developed evaluation measures that are used to assess the benefits for each scoring category and uses a weighting system to determine the influence each of those evaluation measures has on the overall priority of a project. The SMART SCALE funding process uses MPO and PDC designations to assign area type categories to different regions throughout the state as shown in Figure 1. The categories were established in acknowledgment that different regions in the state will have different priorities based on the land use context. Tables 1, 2, and 3 show how much weight each of the scoring factors carried for the different area type categories in Rounds 4 through 6.

Table 1. Round 4 Factor Weights by Category. Source: SMART SCALE Round 4 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	5%	45%	15%	20%	5%	10%
Category B	20%	15%	25%	10%	20%	10%
Category C	25%	15%	25%	N/A	25%	10%
Category D	30%	10%	15%	N/A	35%	10%

Table 2. Round 5 Factor Weights by Category. Source: SMART SCALE Round 5 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	5%	45%	15%	20%	5%	10%
Category B	20%	15%	20%	15%	20%	10%
Category C	25%	15%	15%	10%	25%	10%
Category D	30%	10%	10%	10%	30%	10%

Table 3. Round 6 Factor Weights by Category. Source: SMART SCALE Round 6 Technical Guide.

Factor	Safety	Congestion Mitigation	Accessibility	Land Use	Economic Development	Environmental Quality
Category A	15%	45%	25%	Multiplier	5%	10%
Category B	20%	25%	25%	Multiplier	20%	10%
Category C	30%	20%	15%	Multiplier	25%	10%
Category D	40%	10%	10%	Multiplier	30%	10%

Category A is the designation for the areas of the state with the highest population density where congestion mitigation will contribute to 45% of the project score. At the other extreme, Category D is the designation for the rural areas of the state, where the factor with the highest amount of influence on how well a project will score is safety.

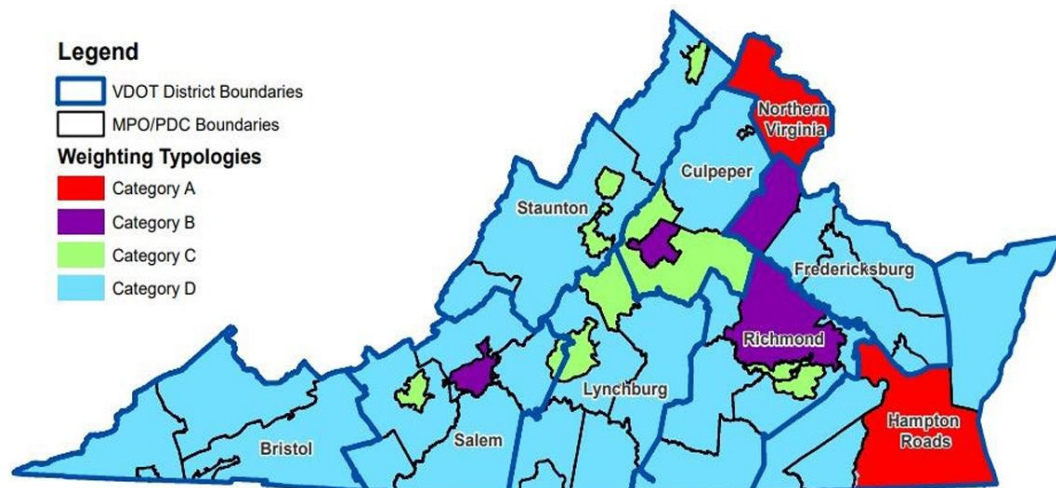


Figure 1. PDC and MPO Factor Weighting Typology Map. Source: SMART SCALE Round 6 Technical Guide.

A review of the Factor Weighting Typology Map shows that the TJPDC area is an outlier as being the only rural area (area not within an MPO) that is categorized as Area Type C. This is shown more clearly in Figure 2, which shows the area type categories broken out by the MPOs and the underlying Area Type for each of the PDCs in the state. The PDC area types are shown as the solid colors, with the MPO area types shown as the hatched areas overlaying the PDC regions. The Northern Virginia and the Thomas Jefferson Planning District Commissions are the only two PDCs that are not categorized as Area Type D, with the Northern Virginia PDC overlapping 100% with the boundary of the Northern Virginia portion of the Metropolitan Washington Council of Governments. A list of the MPO-PDC Factor Weighting Typologies designations can be found in the [SMART SCALE Round 6 Technical Guide](#).

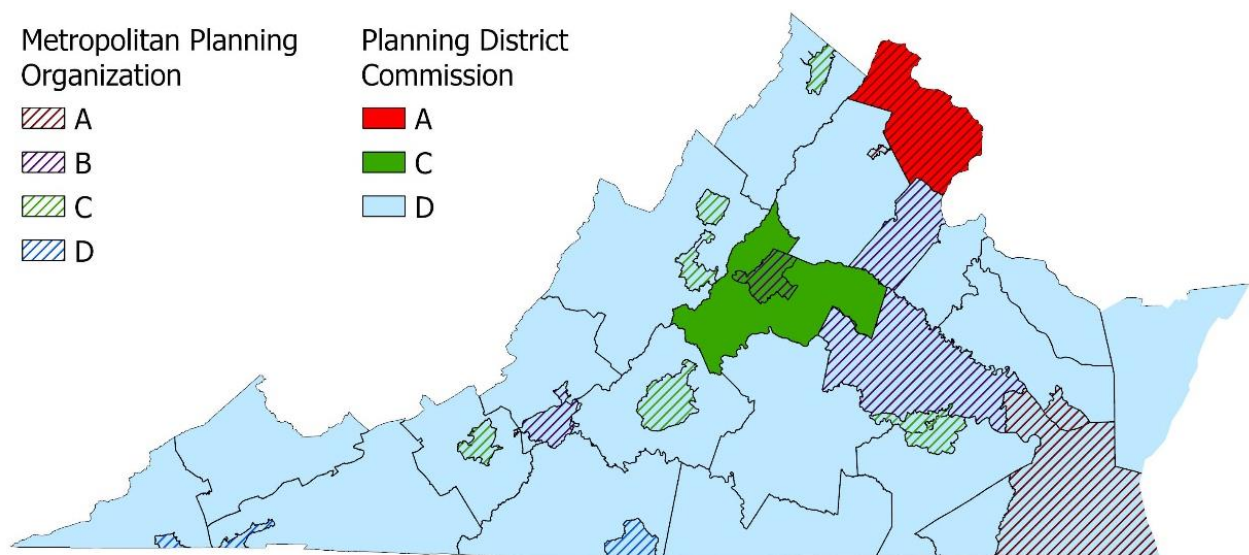


Figure 2. MPO and PDC Factor Weights Breakdown Map. Source: VDOT Culpeper District.

The TJPDC's designation as Area Type C is especially interesting for Nelson County. District Grant Program funding is allocated to each VDOT Construction District and applications eligible for District Grant Program funding are prioritized within each construction district. Nelson County is the only county within the TJPDC district that is not also in the Culpeper Construction District. This makes it the only rural locality whose project benefits are being calculated using the Area Type C factor weights in the Lynchburg Construction District.

Based on these considerations, it is therefore reasonable to evaluate whether the designation of the TJPDC as Category C is the most appropriate designation.

Funding Scenario Comparisons

Using the scoring outcomes provided by OIPI after Rounds 4, 5 and 6, we are able to estimate how project scores and potential funding outcomes would be impacted if the TJPDC region was categorized as Area Type D instead of Area Type C. VDOT staff has completed these reviews and have summarized the scoring outcomes for review by the Thomas Jefferson Planning District Commission.

Notes on the scoring scenario comparison methodology:

- There have been revisions to how scores were calculated among all three of the rounds. To the extent possible, staff estimated the scoring outcomes both under the original scoring processes that were in effect during each round as well as the estimated scoring outcome under the Round 6 methodology to determine if the more comprehensive program updates would further impact how projects would perform under both Area Type C and D scoring scenarios.
- Land Use was not a scoring factor for area type categories C and D in Round 4. Since land use was converted to a multiplier in Round 6, the lack of the land use score will not impact the relative outcome of whether a project would score better using the C or D weighting factors since they would both be multiplied by the same multiplier. Because there was no Land Use score for Area Types C and D in Round 4, hypothetical rankings were not developed for the Round 6 scoring scenario. Since the area type for the other portions of the districts would not be changing, any increase in the baseline score will result in the project being more competitive in comparison to the overall slate of projects.
- Scoring comparisons for Rounds 4 and 5 using the Round 6 weighting scenario do not account for other changes in scoring methodology between rounds, especially for the changes in calculating the economic development scores, which could have additional influence on how well projects score.
- Projects submitted across multiple rounds will have different scoring outcomes due to the following:
 - SMART SCALE uses a scoring process that normalizes the raw factor score against the highest score received in that category each round. As the slate of projects changes each round, the highest score will change, altering the normalized score calculation.
 - SMART SCALE benefits are assessed using the most updated data sources available, which can lead to changes to benefits assessed from one round to the next.

Findings

While there are a few outliers in Round 5, overall, projects within the TJPDC area would receive higher scores, and therefore be ranked more competitively, if the TJPDC were categorized as Area Type D instead of Area Type C. The improvement in project scores is consistent for both the original scoring scenarios projects were scored under each round as well as for the changed scoring methodology implemented in Round 6. The project in Round 5 that indicated a lower score using the Area Type D factor weights and the Round 6 factor weighting had a low score overall, and one project showed an increased score but a decrease in ranking due to another project within the TJPDC being ranked slightly higher as a result of the change in area type.

There are no indications that being Area Type D would have led to changes in the projects that were selected for funding in the previous rounds, but it easily could have made a difference in Round 6 if there was enough funding in the Culpeper District Grant Program to fund an additional project. The US 33/Advance Mills/Greenecroft Intersection project moved from being ranked 8th in the Culpeper District to being ranked 5th in the Culpeper District by changing the Area Type from C to D, making that the next project to be funded should more funding have been available.

Attachment B

Round 4 Scoring Scenario Comparison

						Round 4 Factor Weighting		Round 6 Factor Weighting	
App Id	Area Type	District	Submitted By	Title	Grant Program	Area Type C*	Area Type D	Area Type C	Area Type D
						SMART SCALE Score	SMART SCALE Score	SMART SCALE Score	SMART SCALE Score
7002	C	Culpeper	TJPDC	Exit 107 Park and Ride Lot	HPP	13.52	15.58	13.47	14.48
7019	C	Culpeper	Fluvanna County	Troy Road (631) and Route 250 Roundabout	DGP	8.30	9.96	9.96	13.28
7021	C	Culpeper	Fluvanna County	South Boston Road (600) at Lake Monticello Road (618)	DGP	2.58	3.14	3.14	4.26
7193	C	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	Both	2.42	2.49	2.44	2.51
7192	C	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	2.35	2.58	2.62	3.06
6961	C	Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	2.03	2.22	2.36	2.81
7110	C	Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/ Commerce Dr Improvements	Both	0.39	0.48	0.45	0.59
7035	C	Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	0.05	0.06	0.06	0.08
7032	C	Lynchburg	Nelson County	Route 29 & Oak Ridge Road	Both	0.02	0.02	0.02	0.03
7033	C	Lynchburg	Nelson County	Route 6/151 Intersection	DGP	0.97	1.16	1.17	1.56

* Actual Score

Area Type D results in lower score/worse ranking

Area Type D ranking does not change

Area Type D results in higher score/better ranking

Round 5 Scoring Scenario Comparison

					Round 5 Factor Weighting						Round 6 Factor Weighting					
					Area Type C*			Area Type D			Area Type C			Area Type D		
App Id	District	Submitted By	Title	Grant Program	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank	SMART SCALE Score	Statewide Rank	District Rank
8970	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	Both	3.37	174	17	3.78	165	17	3.85	98	11	4.69	68	8
8971	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	2.11	233	23	2.29	230	25	2.29	152	19	2.62	136	19
9051	Culpeper	Louisa County	Spring Creek/Camp Creek/Route 15 Intersection Improvements	DGP	1.30	307	31	1.28	308	32	1.39	226	25	1.42	226	26
9196	Culpeper	Fluvanna County	Turkeysag Trail (Route 1015) & Route 53 Roundabout	DGP	0.65	352	36	0.60	357	36	0.72	313	33	0.66	324	34
9200	Culpeper	Fluvanna County	Troy Road (631) and Route 15 Intersection	DGP	0.40	372	37	0.46	369	37	0.46	347	37	0.57	339	36
9202	Culpeper	Fluvanna County	Rte 53 and Rte 618 Martin's King Road Int Improvements	DGP	2.02	236	25	2.43	219	23	2.43	141	17	3.23	108	13
9480	Culpeper	Greene County	US 29/616 (Carpenters Mill Rd)/Commerce Dr Improvements	Both	1.19	313	32	1.42	296	31	1.34	229	26	1.76	200	24
9484	Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	1.99	238	26	2.38	225	24	2.31	151	18	3.07	117	17
9038	Lynchburg	Nelson County	Route 6/151 Intersection Improvement	DGP	2.84	197	9	3.38	175	7	3.28	106	6	4.37	75	3
9039	Lynchburg	Nelson County	Route 151 at Tanbark Drive intersection improvements	DGP	0.64	354	26	0.76	341	25	0.74	310	19	0.98	269	18
9091	Lynchburg	Nelson County	Route 29 and Front Street Signalized R-cut intersection	Both	1.49	291	19	1.56	286	19	0.87	291	18	1.00	267	17

- *

Actual Score
- Area Type D results in lower score/worse ranking
- Area Type D ranking does not change
- Area Type D results in higher score/better ranking

Round 6 Scoring Scenario Comparison

					Area Type C*			Area Type D		
App Id	District	Submitted By	Title	Grant Program	SMART Scale Score	Statewide Rank	District Rank	SMART Scale Score	Statewide Rank	District Rank
11771	Culpeper	Greene County	US33-743 (Advance Mills) & 1050 (Greenecroft) Intersections	DGP	4.10	70	8	5.43	49	5
11650	Culpeper	Greene County	RT29-616 RCUT Project	DGP	3.03	100	15	4.02	73	9
11715	Culpeper	Albemarle County	US 29 and Plank Road Intersection Improvements	DGP	2.91	106	17	3.87	80	11
11448	Culpeper	Louisa County	Route 15-22 Intersection Improvements	DGP	2.94	103	16	3.74	84	14
11447	Culpeper	Louisa County	Route 208 & Route 250 - Intersection Improvement	DGP	2.45	123	18	3.23	99	18
11442	Culpeper	Louisa County	Route 250 and Route 15 - Intersection Improvement	DGP	1.86	158	22	2.26	136	19
11471	Lynchburg	Nelson County	Route 151 at Tanbark Drive Roundabout	DGP	2.52	120	2	3.35	93	2

- *

Actual Score
- Area Type D results in lower score/worse ranking
- Area Type D ranking does not change
- Area Type D results in higher score/better ranking



USDA FFY25 HOUSING PRESERVATION GRANT

August 2025

Program Overview

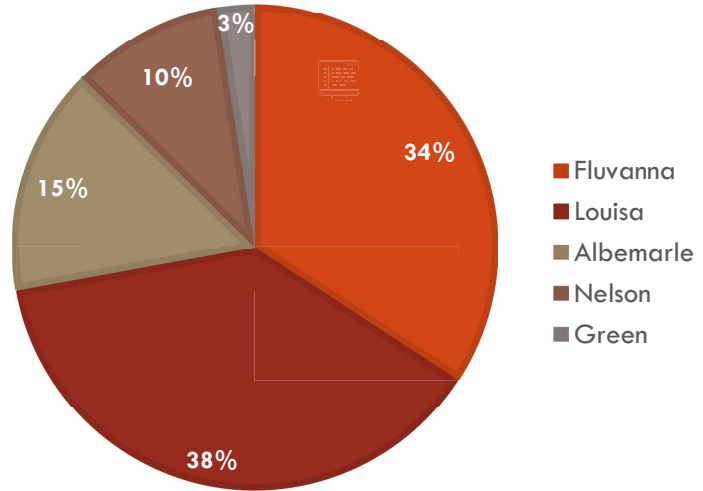
- USDA Rural Development annual grant program for rehabilitation of homes owned by residents with low or very-low incomes
- Subrecipients in rural locales secure funding first-come first-served
- Limit of \$5,000 in program funds per project with matching funds
- \$200 per project subrecipient admin
- Have completed 71 projects over FFY23 and FFY24 grant years totaling \$267,036.68 in program funds

FFY23 and FFY24 Grant Distribution



Grant Subrecipients

Albemarle Housing Improvement Program
 Fluvanna/Louisa Housing Foundation
 Skyline Community Action Program
 Nelson County Community Development Foundation



Application Program Budget

	FFY24	FFY25 – Proposed*
Program Funds	\$111,353.54	\$246,000.00
Match Funds	\$111,353.54	\$246,000.00
Subrecipient Admin	\$4,073.91	\$9,000.00
TJPDC Admin	\$20,369.55	\$45,000.00
Total USDA Request	\$135,797.00	\$300,000.00

- State allocation is divided between successful applicants
- Virginia state allocation of USDA HPG funding yet to be announced.
- *TJPDC estimates the total state allocation to be \$300,000 based on nationwide \$13.3 million available.



Timeline



- August 5, 2025 – USDA Pre-Application Opens
- August 15, 2025 – Public Comment Period Opens
- Public Comment Period Ends
- September 4, 2025 – TJPDC Commission Intergovernmental Review
- Pre-Application due



Intergovernmental Review Item

FFY25: Intergovernmental Review: TJPDC Application for Housing Preservation Grant.

The Thomas Jefferson Planning District Commission (TJPDC) is applying for Housing Preservation Grant (HPG) federal funding for FFY25. TJPDC has served as the grantee for the regional Housing Preservation Grant program for the past nine years, succeeding Piedmont Housing Alliance (PHA), who served as the grant recipient and administrator for the region for several years.

The TJPDC will be applying for \$300,000, or the full state of Virginia allocation, in HPG funds. If awarded, TJPDC will continue to subcontract with local housing non-profit organizations (AHIP, FLHF, Skyline CAP, and NCCDF) to carry out individual assistance projects in their respective counties. The grant will provide funding for emergency repairs, rehabilitation, and home safety modifications for very low-income rural homeowners in Albemarle, Fluvanna, Greene, Louisa, and Nelson counties. A draft statement of activities will be made available for review and published in the Daily Progress on August 15, 2025.

As required by U.S. Executive Order 12372 of July 14, 1982, applicants for the Housing Preservation Grant must conduct an Intergovernmental Review (IGR), notifying state and local governments. The Commonwealth of Virginia does not have a designated Single Point of Contact (SPOC) for IGRs. Affected local governments are notified through review at the regional level.

TJPDC Contact:

Name: Logan Ende

Phone: (540) 698-1272

Email: lende@tjpd.org

Address: PO Box 1505, Charlottesville, VA 22902

Date IGR Received: August 6, 2025

Date IGR Presented to TJPDC Commission: August 7, 2025

Date of Comment Period Opened: August 15, 2025

Public Comment Period Ends: September 4, 2025

Attested to:

Christine Jacobs
TJPDC Executive Director

Date

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 5, 2025

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director	x	
Ned Galloway	x		David Blount, Deputy Director		
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laura Greene, Director of Finance and HR		
Tony O'Brien, Chair	x		Taylor Jenkins, Director of Transportation	x	
Keith Smith, Treasurer			Gorjan Gjorgjievski, Transportation Planner II		x
Greene County			Sarah Simba, Transportation Planner II		x
Tim Goolsby			Laurie Jean Talun, Regional Program Manager	x	
James Higgins	x		Kaiden Pritchett, AmeriCorps VISTA	x	
Louisa County			Isabella O'Brien, Environmental Planner II	x	
Tommy Barlow	x				
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Sean Tubbs		x
City of Charlottesville			Mel Jones, Virginia Center for Housing Research		x
Phil d'Oronzio	x		Jonathan Knopf, HousingForward Virginia		x
Michael Payne, Vice Chair	x				

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 7:02 pm. Ruth Emerick took attendance and certified that a quorum was present.

b. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioners per the Commission's remote participation policy: Manning Woodward participated from Louisa County, VA for a personal reason.



Motion/Action: On a motion by Mike Pruitt, seconded by Phil d’Oronzio, the Commission unanimously allowed Manning Woodward to participate remotely at the June 5, 2025 meeting.

2. MATTERS FROM THE PUBLIC:

- a. **Comments by the Public:** None.
- b. **Comments provided via email, online, web site, etc.:** None.

3. PRESENTATIONS:

a. Regional Housing Study Presentation

Laurie Jean Talun, Regional Program Manager, gave a brief update on the TJPDC’s Regional Housing Study and introduced consultants Mel Jones of the Virginia Center for Housing Research and Jonathan Knopf of HousingForward Virginia. Mel Jones and Jonathan Knopf gave an overview of the project scope, planning process, and timeline.

4. *CONSENT AGENDA:

- a. **Minutes of the May 1, 2025 Commission Meeting**
- b. **Minutes of the May 1, 2025 Closed Session**
- c. **April Financial Reports**
- d. **Employee Handbook Revisions**
- e. **Financial Management Policy Revisions**

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. Hazard Mitigation Planning Grant

Isabella O’Brien, Regional Environmental Planner II, presented updates to the five-year Hazard Mitigation Plan grant application budget and scope of work.

Motion/Action: On a motion by Phil d’Oronzio, seconded by Jesse Rutherford, the Commission unanimously voted to adopt 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 Safety Action Plan

Christine Jacobs shared that in a review of recent 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 Safe Streets and Roads for All Safety Action Plan 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. The plan needs to be adopted by all member jurisdictions and the TJPDC Commission in time for submittal to USDOT by June 26, 2025.

Motion/Action: On a motion by Jesse Rutherford, seconded by Michael Payne, the Commission unanimously voted to adopt a resolution supporting the adoption of the Move Safely Blue Ridge Comprehensive Safety Action Plan, as revised.

c. Election of TJPDC Officers for FY26

The slate of officers presented by the Nominating Committee at the May meeting is as follows:

Chair – Keith Smith, Fluvanna County
Vice Chair – Michael Payne, City of Charlottesville
Treasurer – Phil d’Oronzio, City of Charlottesville
Secretary – Christine Jacobs (or designee)

Motion/Action: On a motion by Jesse Rutherford, seconded by James Higgins, the Commission unanimously adopted a resolution to elect the following TJPDC officers for Fiscal Year 2026: Keith Smith, Chair (Fluvanna County); Michael Payne, Vice Chair (City of Charlottesville); Phil d’Oronzio, Treasurer (City of Charlottesville); and Christine Jacobs, Secretary (TJPDC staff).

d. FY26 Draft Annual Operating Budget

Christine Jacobs noted that 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.

Motion/Action: On a motion by Tony O’Brien, seconded by Jesse Rutherford, the Commission unanimously voted to approve the resolution adopting the FY26 Annual Operating Budget, as presented.

6. NEW BUSINESS:

a. Authorization to Sign

Christine Jacobs shared that the TJPDC 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 required 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.

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted 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 Targets

Christine Jacobs shared that at the May meeting of the Finance/Executive Committee, staff presented a recommendation to revise the agency’s financial targets, and the Finance/Executive committee subsequently recommended to the Commission to amend the financial targets.

Motion/Action: On a motion by Phil d’Oronzio, seconded by James Higgins, the Commission unanimously voted 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 REPORT:

a. Monthly Report

Christine Jacobs shared updates on the VATI broadband project, the Blue Ridge Cigarette Tax Board, and a final report on legislation changes adopted by the General Assembly in 2025.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – 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)

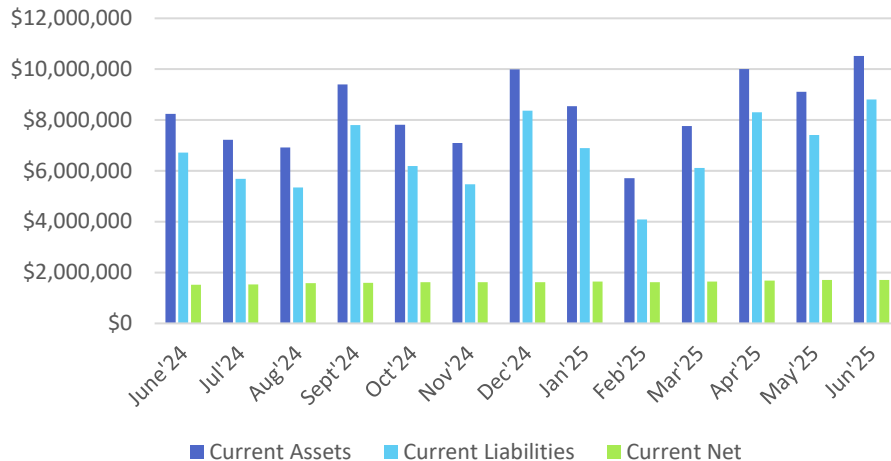
9. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Phil d’Oronzio, the Commission unanimously voted to adjourn the June 5, 2025, Commission meeting at 8:26 pm.

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

NET QUICK ASSETS

Target = \$765,045 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$151,321



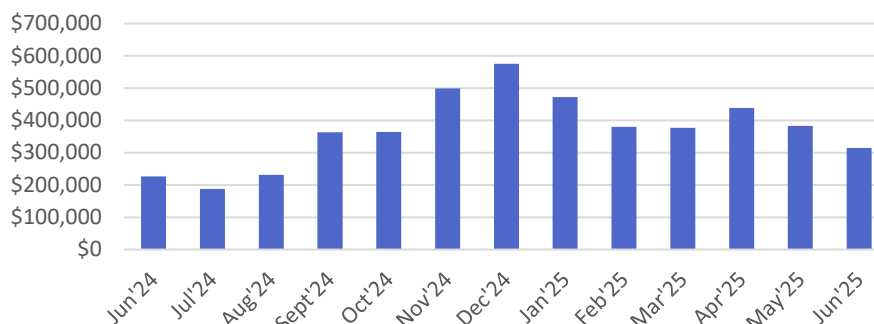
MONTHLY NET QUICK ASSETS

Jun'24 = \$1,523,939
Jul'24 = \$1,538,193
Aug'24 = \$1,579,627
Sept'24 = \$1,594,519
Oct'24 = \$1,624,878
Nov'24 = \$1,624,250
Dec'24 = \$1,622,485
Jan'25 = \$1,646,439
Feb'25 = \$1,621,230
Mar'25 = \$1,650,494
Apr'25 = \$1,689,807
May'25 = \$1,707,945
Jun'25 = \$1,711,040

NET QUICK ASSETS 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 June 2025, the TJPDC had 11.18 months of operating expenses. The rolling twelve-month average operating expenses increased to \$151,321. The 3-month average operating expenses decreased to \$162,604. Actual operating expenses for May were \$161,369 and for June were \$163,698. Capital reserves on June 30 were \$945,995 (NQA minus 5 months of operating expenses).

UNRESTRICTED CASH ON HAND

Target = \$612,036 (4 months operating expenses)
Alarm = <\$306,018 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

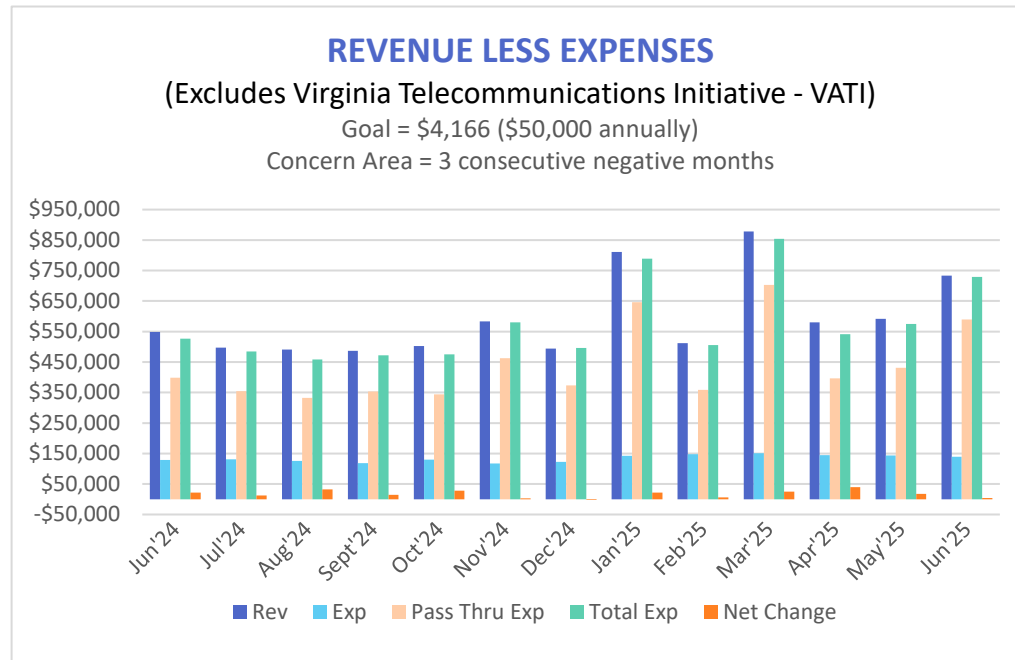
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to

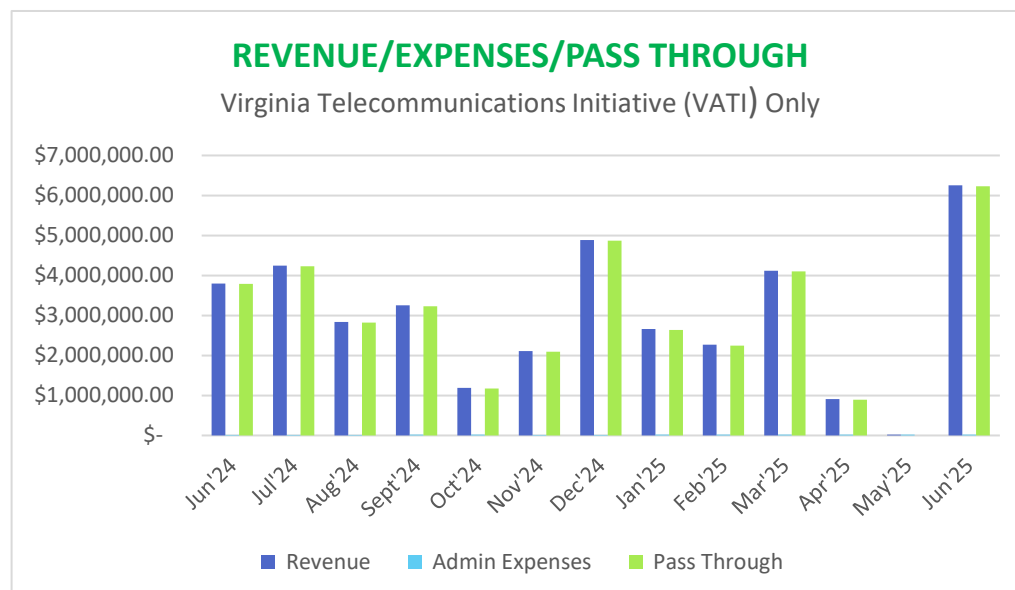
give the number of months of operation without any additional cash received. June financials indicate that there were 2.05 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

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 = \$21,787
Feb'25 = \$6,062
Mar'25 = \$24,705
Apr'25 = \$39,522
May'25 = \$17,301
Jun'25 = \$4,220



MONTHLY ADMIN

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
Mar'25 = \$21,050
Apr'25 = \$17,863
May'25 = \$17,917
Jun'25 = \$24,701

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 May was \$17,301 and in June was \$4,220.

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.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
May 2025

12:04 PM

07/30/25

Accrual Basis

	May 25	Budget	Jul '24 - M...	YTD Budget	Annual Bu...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	212,693	3,132,374	31,301,915	34,456,116	37,588,491
4120 · State Funding Source	33,367	314,934	1,141,859	3,464,276	3,779,210
4130 · Local Source	340,636	266,957	5,763,569	2,936,526	6,601,354
42000 · Local Match Per Capita	14,867	14,867	163,545	163,542	178,409
4279 · Program Income	0		21,488		
4280 · Interest Income	5,636	5,833	63,667	64,167	70,000
4285 · Rent Income	2,605	3,333	25,725	36,667	40,000
4999 · Prior Year Rev Corr	0		31		
Total Income	609,805	3,738,299	38,481,799	41,121,294	48,257,464
Gross Profit	609,805	3,738,299	38,481,799	41,121,294	48,257,464
Expense					
61000 · Personnel	129,992	112,378	1,308,568	1,236,154	1,415,606
6900 · Reimb. Overhead Allocation	0	(3,131)	0	(34,437)	(4)
6240 · Advertising / Marketing	5,427	3,330	19,392	36,633	39,963
62394 · Audit -Legal Expenses	736	2,768	11,263	30,452	37,920
6258 · Bank Charges	40	63	455	688	750
6260 · COGS	0	0	4,725	0	5,000
6281 · Dues	375	972	9,821	10,690	11,662
6242 · Employee Hiring & Recruitment	0		5,320		
62850 · Insurance	539	625	6,938	6,875	8,020
6345 · Janitorial Service	84	458	1,648	5,042	5,500
6450 · Meeting Expenses	391	3,419	6,032	37,611	41,030
6310 · Postage	0	111	726	1,223	1,339
62890 · Printing/Copier	343	405	2,387	4,460	5,266
6390 · Professional Dev & Meetings	1,216	4,043	32,191	44,470	48,513
6320 · Rent	9,009	8,975	98,334	98,725	107,700
6280 · Subscription-Publications	30	53	825	578	630
6290 · Supplies	363	1,207	12,168	13,278	14,485
63210 · Technology & Equipment	2,019	4,702	46,219	51,726	56,473
6600 · Telephone & Internet Service	1,473	1,461	15,364	16,069	17,530
6380 · TJPDC Contractual Services	6,033	6,710	53,317	73,809	80,769
63300 · Travel	3,298	4,787	40,095	52,660	65,447
9999 · Miscellaneous	0	1,426	0	15,689	17,115
Total Expense	161,369	154,763	1,675,788	1,702,393	1,980,714
Net Ordinary Income	448,436	3,583,536	36,806,011	39,418,901	46,276,750
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	13,800	148,409	1,461,350	1,632,496	1,780,904
83000 · HOME Pass-Through	126,482	33,927	335,611	373,198	407,125
84000 · Grants Pass-Through	290,852	3,380,046	34,842,906	37,180,505	43,834,864
Total Other Expense	431,134	3,562,382	36,639,866	39,186,199	46,022,893
Net Other Income	(431,134)	(3,562,382)	(36,639,866)	(39,186,199)	(46,022,893)
Net Income	17,301	21,155	166,145	232,702	253,857

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
June 2025

12:04 PM

07/30/25

Accrual Basis

	Jun 25	Budget	Jul '24 - Jun 25	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	6,374,057	3,132,374	37,675,972	37,588,491	37,588,491
4120 · State Funding Source	271,255	314,934	1,413,113	3,779,210	3,779,210
4130 · Local Source	337,465	3,664,828	6,101,035	6,601,354	6,601,354
42000 · Local Match Per Capita	(1,840)	14,867	161,704	178,409	178,409
4279 · Program Income	0		21,488		
4280 · Interest Income	5,451	5,833	69,118	70,000	70,000
4285 · Rent Income	2,295	3,333	28,020	40,000	40,000
4999 · Prior Year Rev Corr	0		31		
Total Income	6,988,682	7,136,170	45,470,481	48,257,464	48,257,464
Gross Profit	6,988,682	7,136,170	45,470,481	48,257,464	48,257,464
Expense					
61000 · Personnel	122,989	179,452	1,431,557	1,415,606	1,415,606
6900 · Reimb. Overhead Allocation	0	34,433	0	(4)	(4)
6240 · Advertising / Marketing	2,425	3,330	21,817	39,963	39,963
62394 · Audit -Legal Expenses	17,072	7,468	28,335	37,920	37,920
6258 · Bank Charges	40	63	495	750	750
6260 · COGS	0	5,000	4,725	5,000	5,000
6281 · Dues	1,080	972	10,901	11,662	11,662
6242 · Employee Hiring & Recruitment	75		5,395		
62850 · Insurance	1,088	1,145	8,026	8,020	8,020
6345 · Janitorial Service	103	458	1,751	5,500	5,500
6450 · Meeting Expenses	289	3,419	6,321	41,030	41,030
6310 · Postage	203	116	929	1,339	1,339
62890 · Printing/Copier	651	806	3,038	5,266	5,266
6390 · Professional Dev & Meetings	1,083	4,043	33,274	48,513	48,513
6320 · Rent	9,009	8,975	107,343	107,700	107,700
6280 · Subscription-Publications	22	53	847	630	630
6290 · Supplies	506	1,207	12,674	14,485	14,485
63210 · Technology & Equipment	5,077	4,747	51,296	56,473	56,473
6600 · Telephone & Internet Service	1,472	1,461	16,836	17,530	17,530
6380 · TJPDC Contractual Services	1,131	6,960	54,448	80,769	80,769
63300 · Travel	(617)	12,787	39,478	65,447	65,447
9999 · Miscellaneous	0	1,426	0	17,115	17,115
Total Expense	163,698	278,321	1,839,485	1,980,714	1,980,714
Net Ordinary Income	6,824,985	6,857,850	43,630,996	46,276,750	46,276,750
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	254,850	148,409	1,716,200	1,780,904	1,780,904
83000 · HOME Pass-Through	14,883	33,927	350,494	407,125	407,125
84000 · Grants Pass-Through	6,551,032	6,654,359	41,393,937	43,834,864	43,834,864
Total Other Expense	6,820,765	6,836,695	43,460,631	46,022,893	46,022,893
Net Other Income	(6,820,765)	(6,836,695)	(43,460,631)	(46,022,893)	(46,022,893)
Net Income	4,220	21,155	170,365	253,857	253,857

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of May 31, 2025

	May 31, 25	May 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	865,102.10	792,941.10	72,161.00
1189 · Capital Reserve	951,338.00	824,405.00	126,933.00
Total Checking/Savings	1,816,440.10	1,617,346.10	199,094.00
Accounts Receivable			
1190 · Receivable Grants	7,287,032.54	10,930,446.17	-3,643,413.63
Total Accounts Receivable	7,287,032.54	10,930,446.17	-3,643,413.63
Other Current Assets			
1310 · Prepaid Rent	1,125.00	1,125.00	0.00
1330 · Prepaid Insurance	628.46	678.34	-49.88
1360 · Prepaid Other	10,415.89	16,032.43	-5,616.54
Total Other Current Assets	12,169.35	17,835.77	-5,666.42
Total Current Assets	9,115,641.99	12,565,628.04	-3,449,986.05
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	-123,376.91	-117,340.19	-6,036.72
Total Fixed Assets	13,330.77	19,367.49	-6,036.72
TOTAL ASSETS	9,128,972.76	12,584,995.53	-3,456,022.77
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	6,876,112.97	10,637,822.74	-3,761,709.77
Total Accounts Payable	6,876,112.97	10,637,822.74	-3,761,709.77
Credit Cards			
2155 · Accounts Payable Credit Card	6,147.69	6,161.22	-13.53
Total Credit Cards	6,147.69	6,161.22	-13.53
Other Current Liabilities			
2159 · Accrued Expenses	8,094.13	0.00	8,094.13
2160 · Accrued Payroll Payable	35,531.07	18,696.16	16,834.91
2468 · VRS Defined Benefit Payable	0.00	-0.13	0.13
2469 · Hybrid 401A Cash Match Payable	0.00	0.01	-0.01
2800 · Deferred Revenue	481,811.42	400,408.14	81,403.28
Total Other Current Liabilities	525,436.62	419,104.18	106,332.44
Total Current Liabilities	7,407,697.28	11,063,088.14	-3,655,390.86
Long Term Liabilities			
2200 · Leave Payable	61,356.16	43,844.49	17,511.67
Total Long Term Liabilities	61,356.16	43,844.49	17,511.67
Total Liabilities	7,469,053.44	11,106,932.63	-3,637,879.19
Equity			
3000 · General Operating Fund	529,105.64	195,856.19	333,249.45
3100 · Restricted Capital Reserve	951,338.00	824,405.00	126,933.00
3600 · Net Investment in Fixed Assets	13,330.77	19,367.49	-6,036.72
Net Income	166,144.91	438,434.22	-272,289.31
Total Equity	1,659,919.32	1,478,062.90	181,856.42
TOTAL LIABILITIES & EQUITY	9,128,972.76	12,584,995.53	-3,456,022.77

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of June 30, 2025

	Jun 30, 25	Jun 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	771,110.56	660,154.03	110,956.53
1189 · Capital Reserve	945,995.00	854,321.00	91,674.00
Total Checking/Savings	1,717,105.56	1,514,475.03	202,630.53
Accounts Receivable			
1190 · Receivable Grants	8,776,588.14	6,710,365.56	2,066,222.58
Total Accounts Receivable	8,776,588.14	6,710,365.56	2,066,222.58
Other Current Assets			
1310 · Prepaid Rent	900.00	900.00	0.00
1330 · Prepaid Insurance	8,129.00	0.00	8,129.00
1360 · Prepaid Other	16,157.37	16,412.32	-254.95
Total Other Current Assets	25,186.37	17,312.32	7,874.05
Total Current Assets	10,518,880.07	8,242,152.91	2,276,727.16
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	-123,879.97	-117,843.25	-6,036.72
Total Fixed Assets	12,827.71	18,864.43	-6,036.72
TOTAL ASSETS	10,531,707.78	8,261,017.34	2,270,690.44
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	8,333,337.66	6,265,970.05	2,067,367.61
Total Accounts Payable	8,333,337.66	6,265,970.05	2,067,367.61
Credit Cards			
2155 · Accounts Payable Credit Card	15,150.77	14,169.32	981.45
Total Credit Cards	15,150.77	14,169.32	981.45
Other Current Liabilities			
2160 · Accrued Payroll Payable	2,629.13	4,748.21	-2,119.08
2800 · Deferred Revenue	456,722.21	433,366.08	23,356.13
Total Other Current Liabilities	459,351.34	438,114.29	21,237.05
Total Current Liabilities	8,807,839.77	6,718,253.66	2,089,586.11
Long Term Liabilities			
2200 · Leave Payable	60,231.41	43,455.61	16,775.80
Total Long Term Liabilities	60,231.41	43,455.61	16,775.80
Total Liabilities	8,868,071.18	6,761,709.27	2,106,361.91
Equity			
3000 · General Operating Fund	534,448.64	165,940.19	368,508.45
3100 · Restricted Capital Reserve	945,995.00	854,321.00	91,674.00
3600 · Net Investment in Fixed Assets	12,827.71	18,864.43	-6,036.72
Net Income	170,365.25	460,182.45	-289,817.20
Total Equity	1,663,636.60	1,499,308.07	164,328.53
TOTAL LIABILITIES & EQUITY	10,531,707.78	8,261,017.34	2,270,690.44

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	MARCH 2025	APRIL 2025	MAY 2025	JUNE 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	\$ 10,646	\$ 14,169	\$ 2,399	\$ 4,501	\$ 84,844	\$ -	\$ 30,127	\$ 84,844	\$ -	State funding to TJPDC General/Contingency (\$30,127 deferred to FY26)								
112	TJPDC Corporation	\$ 1,107	\$ 135	\$ 99	\$ -	\$ -	\$ 266	\$ 99	\$ 199	\$ 99	\$ 199	\$ 9	\$ 0	\$ -	\$ 1,107	\$ -	\$ -	\$ 1,107	\$ -	501(c)3 Non-profit Arm								
110	Bank Interest	\$ 69,118	\$ 5,864	\$ 5,884	\$ 5,585	\$ 6,159	\$ 5,828	\$ 5,941	\$ 6,059	\$ 5,456	\$ 5,787	\$ 5,467	\$ 5,636	\$ 5,451	\$ 69,118	\$ -	\$ -	\$ 69,118	\$ -	Interest Earned from all Sources								
120	SCRC	\$ 23,384	\$ -	\$ -	\$ -	\$ 9,597	\$ 334	\$ 135	\$ -	\$ 585	\$ 406	\$ 1,087	\$ 1,716	\$ 4,536	\$ 18,395	\$ -	\$ 4,989	\$ 18,395	\$ -	*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	\$ 8,175	\$ 6,852	\$ 3,538	\$ 3,638	\$ 49,477	\$ -	\$ -	\$ 49,477	\$ 8,523	VDOT Rural Transp Planning (extension to use remaining \$8,523 requested)								
273	Water Street Center & Office Leases	\$ 28,020	\$ 2,420	\$ 2,385	\$ 2,580	\$ 2,155	\$ 2,525	\$ 2,295	\$ 2,155	\$ 2,155	\$ 2,295	\$ 2,155	\$ 2,605	\$ 2,295	\$ 28,020	\$ -	\$ -	\$ 28,020	\$ -	Rental Fees								
277	Legislative Liaison	\$ 118,128	\$ 5,608	\$ 8,651	\$ 6,776	\$ 9,423	\$ 11,621	\$ 6,619	\$ 13,356	\$ 12,641	\$ 8,457	\$ 5,436	\$ 9,290	\$ 9,020	\$ 106,899	\$ -	\$ 11,229	\$ 106,899	\$ -	*Legislative Operations								
278	VAPDC-ED	\$ 55,243	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,826	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 55,243	\$ -	\$ -	\$ 55,243	\$ -	Contract for Admin Services								
296	Member Per Capita	\$ 178,412	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,868	\$ 14,867	\$ 14,867	\$ (1,840)	\$ 161,704	\$ -	\$ 16,708	\$ 161,704	\$ -	Local Govt Annual Contributions (\$16,708 deferred to FY26)								
300	VRSA Prof. Development Grants	\$ 4,750	\$ -	\$ -	\$ 4,750	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,750	\$ -	\$ -	\$ 4,750	\$ -	VRSA Grants for Professional Development & Safety Equip.								
303	Solid Waste	\$ 11,655	\$ 1,628	\$ 2,259	\$ 199	\$ 631	\$ 3,293	\$ 2,557	\$ 465	\$ 66	\$ 166	\$ 199	\$ -	\$ 191	\$ 11,655	\$ -	\$ -	\$ 11,655	\$ -	*Contract for annual reporting + \$1,155 in deferred revenue								
325	Mineral	\$ 4,647	\$ 334	\$ 2,975	\$ 317	\$ 832	\$ 190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,647	\$ -	\$ -	\$ 4,647	\$ -	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	\$ 4,135	\$ 1,857	\$ 2,552	\$ 1,411	\$ 20,078	\$ -	\$ 37,922	\$ 20,078	\$ -	Watershed Improvement Plan								
908	RRBC	\$ 11,130	\$ 3,156	\$ 2,045	\$ 3,841	\$ 671	\$ 266	\$ 33	\$ 21	\$ -	\$ -	\$ 298	\$ 349	\$ 199	\$ 10,879	\$ -	\$ 251	\$ 10,879	\$ -	*Rivanna River Basin Commission annual contributions + \$630 event fees								
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	\$ 1,915	\$ 3,809	\$ 4,892	\$ 2,503	\$ 44,479	\$ 26,054	\$ 11,467	\$ 70,533	\$ -	*Estimated Completion - Sept 2025								
	SS4A Pass-Thru	\$ 996,787	\$ 22,100	\$ 14,850	\$ 28,050	\$ 59,349	\$ 59,250	\$ 64,770	\$ 68,712	\$ 103,950	\$ 126,100	\$ 70,599	\$ 11,587	\$ 14,400	\$ 643,717	\$ 266,545	\$ 86,525	\$ 910,262	\$ -	*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	\$ -	*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	\$ -	Contracted with JABA								
180A-25	Mobility Management - 2025	\$ 196,438	\$ -	\$ -	\$ -	\$ 11,596	\$ 6,378	\$ 13,524	\$ 20,817	\$ 18,540	\$ 24,273	\$ 23,779	\$ 19,722	\$ 15,269	\$ 153,896	\$ -	\$ 42,541	\$ 153,896	\$ -	*Mobility Management - Oct 1 - September 30, 2025								
	Mobility Management Pass-Thru - 2025	\$ 11,831	\$ -	\$ -	\$ -	\$ 4,879	\$ 6,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,831	\$ -	\$ -	\$ 11,831	\$ -	Contracted with JABA (2 months)								
180B-Local	Mobility Management - Branding	\$ 17,473	\$ 339	\$ 505	\$ 921	\$ 1,145	\$ 533	\$ 281	\$ 554	\$ 535	\$ 508	\$ 731	\$ 354	\$ 228	\$ 6,633	\$ 3,154	\$ 7,686	\$ 9,787	\$ -	*BAMA grant, CACF grant, UVA contribution to support Mobility Mgmt								
	Mobility Management Pass-Thru	\$ 30,027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,027	\$ -	\$ 30,027	\$ -	Branding/Marketing Consultant for Mobility Management								
180C-RTAP	Mobility Management - RTAP Grant	\$ 4,398						\$ 398			\$ 4,000	\$ -	\$ -	\$ -	\$ 4,398	\$ -	\$ -	\$ 4,398	\$ -	RTAP Training Grant								
180D-TAF	PATH - Transportation Asst. Fund	\$ 5,000									\$ 192	\$ -	\$ 160	\$ 72	\$ 424	\$ -	\$ 4,576	\$ 424	\$ -	PATH Transportation Assistance Fund								
181	RTP/CARTA - Admin	\$ 50,000	\$ 2,617	\$ 3,582	\$ 3,508	\$ 5,638	\$ 3,213	\$ 3,364	\$ 5,201	\$ 590	\$ 1,244	\$ 2,067	\$ 6,218	\$ 3,215	\$ 40,457	\$ -	\$ 9,543	\$ 40,457	\$ -	*Regional Transit Partnership - (\$9,543 deferred to FY26+)								
190/195/198	MPO-PL	\$ 290,276	\$ 16,129	\$ 11,931	\$ 11,733	\$ 14,473	\$ 9,499	\$ 13,982	\$ 24,133	\$ 18,658	\$ 19,408	\$ 28,975	\$ 15,657	\$ 16,610	\$ 201,189	\$ -	\$ 89,087	\$ 201,189	\$ -	*MPO PL Transportation Planning - Passive Roll Over Permitted								
191/196/199	MPO-FTA	\$ 123,166	\$ 5,772	\$ 4,531	\$ 5,643	\$ 5,514	\$ 4,298	\$ 8,886	\$ 9,043	\$ 8,795	\$ 13,564	\$ 14,858	\$ 16,002	\$ 18,658	\$ 115,563	\$ -	\$ 7,602	\$ 115,563	\$ -	MPO FTA Transit Planning (extension to 12/31/25 to use remaining \$7,602)								
193/193.1/193.3	Rideshare - Admin (includes RTAP Grants)	\$ 173,870	\$ 11,754	\$ 13,361	\$ 10,207	\$ 10,261	\$ 10,119	\$ 9,031	\$ 9,088	\$ 8,236	\$ 14,684	\$ 25,111	\$ 21,443	\$ 17,427	\$ 160,723	\$ -	\$ -	\$ 160,723	\$ 13,147	Rideshare TDM Program Mktg & Mgmt (not eligible for roll over)								
	Rideshare Pass-Thru	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 450	\$ -	\$ -	\$ 450	\$ 900	\$ -	\$ -	\$ 900	\$ -	Advertising / Marketing Consultant for FY25								
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	\$ 0	\$ 69,946	\$ -	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	\$ 1,184	\$ 1,138	\$ 1,843	\$ 1,538	\$ 18,037	\$ 146,237	\$ 203,266	\$ 164,274	\$ -	*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	\$ -	\$ -	\$ 35,201	\$ -	\$ 101,766	\$ 31,109	\$ 1,949,855	\$ 132,875	\$ -	*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	\$ 608,954	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,883)	\$ -	\$ -	\$ -	\$ 1,883	\$ -	\$ -	\$ -	\$ 608,954	\$ -	\$ 608,954	\$ -	*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	\$ -	\$ 12,002	\$ 31,281	\$ 6,235	\$ 92,196	\$ 326,146	\$ 367,287	\$ 418,341	\$ -	*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	\$ 57,422	\$ -	\$ 78,529	\$ -	*HUD HOME-23 Housing Grants Admin								
	HOME-23 Pass-Thru	\$ 718,217	\$ -	\$ -	\$ -	\$ -	\$ 56,950	\$ -	\$ -	\$ -	\$ -	\$ 11,460	\$ -	\$ 8,648	\$ 77,058	\$ 129,519	\$ 511,641	\$ 206,577	\$ -	*HUD HOME-23 Housing Grants Construction								
727-24	HOME-24 TJPDC Admin	\$ 65,111	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 183	\$ 183	\$ -	\$ 64,928	\$ 183	\$ -	*HUD HOME-24 Housing Grants Admin								
	HOME-24 Pass Thru	\$ 586,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,475	\$ -	\$ 60,000	\$ -	\$ 79,475	\$ 506,525	\$ 79,475	\$ -	\$ -	*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	\$ -	\$ -	\$ 10,499	\$ 5,000	\$ -	\$ 22,825	\$ 124,615	\$ 45,484	\$ 10,471	\$										

Thomas Jefferson Planning District Commission

Profit & Loss Prev Year Comparison

July 2024 through June 2025

	Jul '24 - Jun 25	Jul '23 - Jun 24	\$ Change	% Change
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	37,675,971.85	26,926,919.65	10,749,052.20	39.9%
4120 · State Funding Source	1,413,113.31	838,859.18	574,254.13	68.5%
4130 · Local Source	6,101,034.75	8,579,291.40	-2,478,256.65	-28.9%
42000 · Local Match Per Capita	161,704.31	171,054.03	-9,349.72	-5.5%
4279 · Program Income	21,488.00	14,998.00	6,490.00	43.3%
4280 · Interest Income	69,118.18	61,276.00	7,842.18	12.8%
4285 · Rent Income	28,020.00	26,097.50	1,922.50	7.4%
4999 · Prior Year Rev Corr	30.64	11,197.42	-11,166.78	-99.7%
Total Income	45,470,481.04	36,629,693.18	8,840,787.86	24.1%
Gross Profit	45,470,481.04	36,629,693.18	8,840,787.86	24.1%
Expense				
61000 · Personnel	1,431,557.35	1,223,883.27	207,674.08	17.0%
6240 · Advertising / Marketing	21,817.39	13,174.60	8,642.79	65.6%
62394 · Audit -Legal Expenses	28,334.50	28,752.96	-418.46	-1.5%
6258 · Bank Charges	495.00	435.87	59.13	13.6%
6260 · COGS	4,725.00	6,862.50	-2,137.50	-31.2%
6281 · Dues	10,900.60	10,487.80	412.80	3.9%
6242 · Employee Hiring & Recruitment	5,395.07	7,708.00	-2,312.93	-30.0%
62850 · Insurance	8,026.00	7,406.00	620.00	8.4%
6345 · Janitorial Service	1,751.01	2,545.49	-794.48	-31.2%
6450 · Meeting Expenses	6,320.71	4,383.42	1,937.29	44.2%
6310 · Postage	929.34	325.55	603.79	185.5%
62890 · Printing/Copier	3,037.91	2,539.46	498.45	19.6%
6390 · Professional Dev & Meetings	33,273.59	16,628.07	16,645.52	100.1%
6320 · Rent	107,343.45	104,295.60	3,047.85	2.9%
6280 · Subscription-Publications	846.90	316.98	529.92	167.2%
6290 · Supplies	12,673.52	8,269.65	4,403.87	53.3%
63210 · Technology & Equipment	51,295.88	26,591.75	24,704.13	92.9%
6600 · Telephone & Internet Service	16,836.05	16,079.46	756.59	4.7%
6380 · TJPDC Contractual Services	54,447.84	77,340.80	-22,892.96	-29.6%
63300 · Travel	39,478.04	32,765.79	6,712.25	20.5%
Total Expense	1,839,485.15	1,590,793.02	248,692.13	15.6%
Net Ordinary Income	43,630,995.89	35,038,900.16	8,592,095.73	24.5%
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	1,716,199.70	1,010,109.98	706,089.72	69.9%
83000 · HOME Pass-Through	350,493.82	775,260.84	-424,767.02	-54.8%
84000 · Grants Pass-Through	41,393,937.12	32,793,346.89	8,600,590.23	26.2%
Total Other Expense	43,460,630.64	34,578,717.71	8,881,912.93	25.7%
Net Other Income	-43,460,630.64	-34,578,717.71	-8,881,912.93	-25.7%
Net Income	170,365.25	460,182.45	-289,817.20	-63.0%

MEMORANDUM

To: TJPDC Commissioners
From: Laura Greene, Director of Finance and Human Resources
Date: August 7, 2025
Re: FY25 Quarter Four (April – June 2025) Financial Report

Purpose: To provide a quarterly report on the Thomas Jefferson Planning District Commission's finances for April 1 through June 30 of 2025.

The meeting materials include the June Financial Dashboard, Accrued Revenue Report, Consolidated Profit and Loss Statement, and Balance Sheet. Additionally, the meeting materials include a FY25 Quarter Four Profit and Loss Prior Year Comparison Statement. This staff memo serves as a high-level overview of the agency's performance in Quarter Four.

Following program/project closeouts, final year-end financials may be revised from what is presented to date. Final year-end financials will be presented to the board in a future meeting in tandem with the FY25 audit report.

Quarter Four Financial Overview:

Net quick assets have increased \$60,546 from \$1,650,494 on March 31, 2025, to \$1,711,040 on June 30, 2025. Based upon the twelve-month average for operating expenses, we have 11.18 months of available operating expenses (compared to 11.27 in March). Our current goal is five months of available operating expenses. Funds available for Capital Reserves are \$945,995 (Net Quick Assets minus 5 months operating expenses).

Unrestricted Cash on Hand as of June 30 was \$314,388 or 2.05 months of average monthly operating expenses. Four months is our current target level and concern level is less than two.

Revenue less Expenses – The net gain in June was \$4,220 resulting in a cumulative fiscal year net gain of \$170,365.

Profit & Loss (P&L) - Budget vs Actual – On June 30 we were 100% through FY25:

	Fiscal Year Actuals as of 6/30/25	Amended Operating Budget (3/06/2025)	Percentage of Budget Spent	Dollar Variance
Revenue	\$ 45,470,481	\$ 48,257,467	94.22%	\$ 2,786,986
Operating Expense	\$ 1,839,485	\$ 1,980,721	92.87%	\$ 141,236
Pass Through Expense	\$ 43,460,631	\$ 46,022,895	94.43%	\$ 2,562,264



Balance Sheet: As of June 30, total current assets were \$10,518,880, a \$2,276,727 increase from this time last year. The cash, capital reserve, pre-paid, and accounts receivable increased \$110,957, \$91,674, \$7,874, and \$2,066,223 respectively. Accounts receivable increase is due primarily to the VATI program.

As of June 30, total current liabilities were \$8,807,840, a \$2,089,586 increase from this time last year. The accounts payable and credit card payable increased \$2,068,349 and the accrued expenses and deferred revenues increased \$21,237. Accountts payable increase is due primarily to the VATI program.

Accrued revenues: Existing grant and contract balances available for roll-over into FY26 are shown in the Accrued Revenue report. As of June 30, the 12-month average for operating expenses was \$153,009. Operating expenses for June were \$163,698, a \$3,300 decrease from March.



Thomas Jefferson Planning District Commission

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RESOLUTION AUTHORIZING THE RENEWAL OF THE EXECUTIVE DIRECTOR'S CONTRACT

WHEREAS, Christine Jacobs has served as the Executive Director of the Thomas Jefferson Planning District Commission (TJPDC) since September 21, 2021; and

WHEREAS, the TJPDC Board of Directors has extended the employment contract annually for one-year terms; and

WHEREAS, the Executive Director's current employment agreement is expiring on September 4, 2025; and

WHEREAS, the Board of Directors desires to retain Christine Jacobs' services for an additional term due to her valuable contributions and expertise; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby authorizes the renewal of the employment agreement with Christine Jacobs for the term September 5, 2025, to September 4, 2026, commencing on September 5, 2025, under the terms and conditions of the employment agreement; and

BE IT FURTHER RESOLVED THAT the Chair of the Board is authorized to execute the Director's agreement on behalf of the Commission.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of August 7, 2025, in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Keith Smith, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

REMOTE ELECTRONIC PARTICIPATION and ALL-VIRTUAL MEETING POLICY
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

This policy has two purposes. The first is to provide for the Thomas Jefferson Planning District Commission (TJPDC) to permit a member to participate in a Commission meeting through electronic communication means from a remote location, and the second is to allow the Commission to conduct of all-virtual meetings, in the manner allowed by the Virginia Freedom of Information Act (FOIA) and as set out in this policy.

POLICY:

It is the policy of Thomas Jefferson Planning District Commission (TJPDC) that individual members of the TJPDC may participate in TJPDC meetings by electronic communication as permitted by subsection B of § 2.2-3708.3 of the *Code of Virginia*. This policy shall apply to the entire membership without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

In order for an individual member to participate from a remote location as authorized by § 2.2-3708.3 B, a quorum of the Commission must be physically assembled at the primary or central meeting location. When such individual participation is due to a personal matter, set out in section A.4, below, such participation is limited to two meetings per calendar year or 25 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater.

Further, it is the policy of the TJPDC that the Commission may hold all-virtual public meetings pursuant to subsection C of § 2.2-3708.3 of the *Code of Virginia*. Such all-virtual public meetings are limited to two meetings per calendar year or 50 percent of the meetings held per calendar year, rounded up to the next whole number, whichever is greater. An all-virtual public meeting may not be held consecutively with another all-virtual public meeting.

This policy shall apply to the Commission and to all committees created by or under the authority of the Commission.

REMOTE ELECTRONIC PARTICIPATION BY COMMISSION MEMBERS:

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

A. Notification of Inability to Attend Because of Disability, Medical Condition, Location or Personal Matter

In advance of the meeting at which remote participation is requested, the member shall notify the Chair or Executive Director that he or she is unable to attend the meeting

- 1) due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
- 2) because a family member's medical condition requires the member to provide care for such family member;
- 3) because such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
- 4) due to a personal matter. The member must identify with specificity the nature of the personal matter and may not use remote participation due to personal matters more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

B. Quorum Physically Assembled; Approval of Remote Electronic Participation

A quorum of the Commission must be physically assembled at the primary or central meeting location. The Commissioners present must approve of the remote electronic participation in order for the member to participate remotely; however, the decision shall be based solely on the criteria in Section A, without regard to the identity of the member or items that will be considered or voted on during the meeting.

C. Record of Action

The Commission shall record in its minutes the remote location from which a member participated. The minutes also shall reflect the specific nature of the personal matter; the disability or medical condition; the fact that a family member's medical condition that required the member to provide care for such family member, thereby preventing their physical attendance; or that that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting. If the absent member's remote participation is disapproved because participation would violate this policy, the disapproval shall be recorded in the Commission's minutes with specificity.

ALL-VIRTUAL MEETINGS:

"All-virtual public meeting" means a public meeting (i) conducted by the TJPDC or its committees (hereinafter public body) using electronic communication means, (ii) during which all members of the public body who

participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

When holding an all-virtual public meeting, the TJPDC or committee shall follow the requirements of this policy, other meeting requirements under FOIA, and the following statutory requirements:

- 1) An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
- 2) Public access to the all-virtual public meeting is provided via electronic communication means;
- 3) The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well. When any member of the TJPDC or any of its committees has audio-visual technology available, and electronic communication is being used to establish a quorum, that member shall be considered absent from any portion of a meeting during which visual communication with the member is voluntarily disconnected or otherwise fails or during which audio communication involuntarily fails;
- 4) A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
- 5) A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
- 6) The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
- 7) No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
- 8) If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;

9) The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 50 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and

10) Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

Updates to and readoption of this policy shall occur at least once annually.

SIGNED: _____

Keith Smith, Chair

DATE: 8-7-2025

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://tjpc.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.