

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: October 2, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since September 4, 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. **Blue Ridge Cigarette Tax Board (BRCTB) Update** – *David Blount*
Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include new membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.
- b. **Park and Ride Lots Update** – *Sara Pennington*
Through the Rural Transportation Work Program, TJPDC staff conduct Park and Ride Lot inventories throughout the region. Staff will provide an overview of the inflow and outflow counts for each locality using the Census On the Map tool. Staff will also show statistics on the lot usage both pre-pandemic and in recent years. A copy of the staff's presentation is included in the meeting materials.

4. *Consent Agenda – *Chair Smith*

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

- a. ***Minutes of September 4, 2025, Commission Meeting**
- b. ***August Financial Reports**
 - i. August Dashboard Report
 - ii. August Consolidated Profit & Loss Statement
 - iii. August Balance Sheet
 - iv. August Accrued Revenue Report

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

5. ***New Business**

a. ***Transportation Funding Support Letter – David Blount**

At the commission's request, staff has drafted a letter requesting that the State provide stable and consistent revenues for Virginia's long-term transportation infrastructure needs, including necessary funding to support project construction at the state, regional, and local levels. Staff will review the contents and recommended distribution of the letter.

***Recommended Action:** Staff recommend a motion to authorize the chair to sign the letter on behalf of the commission and authorize staff to distribute the letter as discussed.

b. **Regional Transit Partnership Dissolution – Taylor Jenkins**

Staff has drafted a letter formally requesting dissolution of the Regional Transit Partnership following the activation of the Charlottesville-Albemarle Regional Transit Authority (CARTA). Effective December 2025, CARTA will serve as the primary forum for regional transit discussion and decision-making and will continue working toward legislative pursuits to secure revenue-generating authority. Staff also drafted a Memorandum of Understanding between the City of Charlottesville, County of Albemarle, and the TJPDC to have TJPDC staff provide administrative support to the CARTA board. Staff will discuss next steps in the RTP's dissolution. A copy of the draft letter and MOU are included in the meeting materials. No action is required at this time.

c. **Support for Septic Funding Grant Application – Isabella O'Brien**

The TJPDC Corporation will submit a Letter of Interest to the Oak Hill Foundation for a Health Planet – Chesapeake Bay & Water Quality Grant to continue the new septic program's implementation. Staff requests that the Commission submit a letter of support for the application as the activities support the TJPDC's mission and strategic plan goals. A copy of the draft letter of support is included in the meeting materials.

Recommended Action: Staff recommends a motion to authorize the TJPDC Chair and Executive Director to sign a letter of support for the TJPDC Corporation's Oak Hill Foundation grant application.

d. **TJPDC Building Improvement Staff Memo and Scope of Work – Christine Jacobs**

In the fall of 2024, the TJPDC Finance/Executive Committee and Commission determined that they would like to negotiate a renewed 5-year lease for the 401 and 407 Water Street properties. Additionally, the commission authorized staff to develop a scope of work for potential building improvements. The commission appointed a building committee tasked with developing and approving the scope of work. The commission will be asked to consider the committee's request to fund the approved scope of work through a 5-year lease with amortized leasehold improvements. A copy of staff's memo as well as a copy of the scope of work provided by the building's owners are included in the meeting materials.

***Recommended Action:** The building's committee recommends that the commission move to approve the committee-approved scope of work and associated costs for building improvements and authorize the Executor to negotiate a 5-year lease to include the cost of leasehold improvements.

6. *Old Business

a. *FY27 Projected Budget and Local Revenue Requests – *Christine Jacobs*

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2027 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. A draft of the budget was presented in the September 4, 2025 commission meeting. There is one update in the budget to include an additional \$9,189 in reserve transfer to cover the cost of the approve scope of work for building improvements. The reserve will come from the capital improvements earmark set by the commission.

The FY27 projected budget will likely have significant changes prior to its official adoption in May of 2026 as additional grants and programs are identified. In the past several years, the budgeted reserve transfer was not utilized as the funding gap was closed prior to final budget adoption. However, with continued uncertainty around federal funding and programmatic changes, and with the understanding that only known sources are included in the budget, there may be a shortfall in FY27 that requires a one-time reserve transfer to cover expenses.

The draft FY27 budget assumes a \$0.70 per capita rate as approved by the commission in their September 1, 2022, meeting and 5% or 7% rate increases in each of the local contributions for programs as approved during the local revenues analysis completed in FY25. The budget assumes the final 25% of the salary increases recommended in the two-year implementation of the Classification and Compensation study. Further, the budget assumes staffing at the same levels as FY26. It is important to note that to date, not all staff are fully allocated in the FY27 budget, and as such, if the budget were to be approved, there would be a direct impact on the indirect cost rate (that would be applied to the FY29 budget). Additionally, due to the costs associated with building improvements, it is understood that there will be an impact on the indirect cost rate.

The FY27 projected budget has \$24,340,411 in revenues and expenses. Included in the meeting materials is a copy of the projected total budget, revenues by source, and local per capita and local contribution requests as well as a staff memo.

***Recommended Action:** Staff recommends a motion to approve the FY27 Projected Budget, as presented.

7. Executive Director's Monthly Report

a. HOUSING

Regional Housing Partnership

The RHP held its quarterly meeting on September 24th. Speakers included Chris McNamara on the VA Housing Workforce housing grant and the Piedmont Community Land Trust. Our new Housing VISTA released the RHP Newsletter and will participate in the Regional Housing Study data collection/analysis.

Regional Housing Study

Staff and the consulting team are currently holding targeted focus groups to collect qualitative data to support the study.

HOME

Rental units are underway using PHA's HOME revolving loan fund

Housing Preservation Grant (USDA)

The TJPDC staff submitted an application to USDA for the next round of HPG funding.

b. TRANSPORTATION

PATH/Mobility Management

- The PATH Transportation Assistant position was posted last week. The intent is to hire for the position before November.
- PATH staff are currently working on a collaboration with JABA and are answering calls through our call center for Cville Village.
- The AARP project includes a survey and focus group to identify transit needs.

Rural Transportation

- The Rural Transportation Work Program includes performing a rural transportation needs assessment. It will include surveying partners and reviewing existing plans.
- Staff will attend the Rural Planning Caucus conference in mid-October.

Rideshare

- Staff continue to promote state initiatives such as Try Transit Month.
- Park and Ride Lot inventory and maintenance information was compiled and provided for the Travel Demand Management study that the MPO is conducting.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The CARTA board met Thursday, September 5th. Agenda items included a presentation on staff's review of submitted proposals for the regional transit prioritization study and a presentation on Micro-CAT.
- The RTP's next meeting is October 23, 2025, at 4:00 pm.

Charlottesville-Albemarle Metropolitan Planning Organization

- The CAMPO will hold its bi-annual joint meeting with the Staunton-Augusta-Waynesboro MPO on Tuesday, September 30th. We are expecting at least 60 attendees.
- The Citizens Transportation Advisory Committee met September 25th. They received updates on the Travel Demand Model, reviewed an initial list of prospective Smart Scale projects, and discussed CTAC's role moving forward.
- Regional Travel Demand Study – staff are reviewing existing plans in the region on transportation, parking, existing conditions and is developing a contact database for partners in the region to engage.
- Staff continue to participate in VDOT's Pipeline and STARS studies to develop proposed alternatives for safety improvements in several locations.

c. **ENVIRONMENT**

Rivanna River Basin Commission (RRBC)

- The fall RRBC conference was 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). There were 65 participants.

Environmental Reviews

- Executive Order 12372 tasks federal agencies with notifying and seeking comment from states and local elected officials when they are affected by federal financial assistance or federal development. As Virginia has not chosen to formalize a statewide process for review and comment, some federal agencies have enumerated steps pertaining to this intergovernmental review (IGR) process for applicants applying for federal assistance. They then forward applications to the regional/local planning entities, such as TJPDC, for review and any comment. Additionally, such entities also receive information from state agencies about projects and programs, with an opportunity to comment, due to other Code or regulatory requirements.

TJPDC maintains record of the receipt of such notices pertaining to our region, as well as actions taken to inform our member governments of such applications and notices that afford opportunity for comment.

- A copy of all the Environmental Reviews received can be found here:
<https://tjpd.org/our-work/intergovernmental-reviews>

Regional Water Supply Planning

- The regional water supply working group meets Tuesday, September 30th. There will be a presentation by DEQ staff on the workbook updates that are a required component of the plan.

d. **BROADBAND**

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

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

- 1,600 miles of field data collection.
- 4,257 miles of fiber design.
- 2,203 miles of make ready construction.
- Nine communications huts set.
- 1,802 miles of aerial fiber placement.

- 866 miles of underground fiber placement.
- 2,309 miles of splicing.
- 25,821 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.

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 September VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 27,000 linear feet of fiber completed.
- 135 passings.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – November 6, 2025, 7:00 pm – Staff recommends meeting virtually due to a staff out of town commitment.

Items for next meeting:

- i. Finance/Executive Committee Meeting 5:30 pm – Audit Review
- ii. FY25 Annual Financial Audit Report and Acceptance
- iii. FY26 Quarter 1 (July-Sept) Financial Report
- iv. DHCD Annual Funding Agreement

8. Adjourn

Designates Items to be Voted On

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, shannon@tjpcd.org or visit the website www.tjpcd.org.