

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. *Vote to Allow Electronic Participation, if needed – *Chair Smith, Ruth Emerick*
2. **Matters from the Public**
 - a. Comments by the public are limited to no more than two (2) minutes per person. 7:05 – 7:10
 - b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)
3. **Presentations**
 - a. Blue Ridge Cigarette Tax Board (BRCTB) – *David Blount* 7:10 – 7:20
 - b. Park and Ride Lots Update – *Sara Pennington* 7:20 – 7:30
4. ***Consent Agenda – Chair Smith**
 - a. *Minutes of September 4, 2025, Commission Meeting 7:30 – 7:35
 - b. *August Financial Reports
 - i. August Dashboard Report
 - ii. August Consolidated Profit & Loss Statement
 - iii. August Balance Sheet
 - iv. August Accrued Revenue Report
5. ***New Business**
 - a. *Transportation Funding Support Letter – *David Blount* 7:35 – 7:45
 - b. Regional Transit Partnership – *Taylor Jenkins* 7:44 – 7:55
 - i. Draft Dissolution Letter
 - ii. Draft Charlottesville-Albemarle Regional Transit Authority Memorandum of Understanding
 - c. *Support for Septic Funding Grant Application – *Isabella O'Brien* 7:55 – 8:05
 - d. *TJPDC Building Improvements Staff Memo and Scope of Work – *Christine Jacobs* 8:05 – 8:20
6. ***Old Business**
 - a. *FY27 Projected Budget and Local Revenue Requests Memo and Resolution – *Christine Jacobs* 8:20 – 8:25
 - i. FY27 Projected Budget Totals
 - ii. FY27 Projected Budget Revenues
 - iii. FY27 Local Contributions
 - iv. FY27 Projected Budget Resolution
7. **Executive Director's Report**
 - a. Monthly Report – *Christine Jacobs* 8:25 – 8:30
8. **Other Business**
 - a. Roundtable Discussion by Jurisdiction 8:30 – 8:55
 - b. Next Meeting – November 6, 2025, 7:00 pm
 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
9. ***ADJOURN** 8:55

* 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

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

Blue Ridge Cigarette Tax Board

October 2025



1

Blue Ridge Cigarette Tax Board

How It Works

- ❑ Blue Ridge Cigarette Tax Board established October 2021. Original members were Albemarle, Augusta, Fluvanna, Greene, Madison, and Orange counties, and City of Charlottesville; Town of Madison added December 2021; Rockingham County 7/1/24; Mt. Crawford 1/1/25; Rappahannock County 10/1/25.
- ❑ New local taxes levied beginning January 2022.
- ❑ As BRCTB administrator, TJPDC works with 25-30 distributors who submit monthly reports on sales and remit tax revenue designated by jurisdiction.
- ❑ TJPDC tracks/reconciles stamp purchases/pack sales/revenues.
- ❑ TJPDC distributes revenue to BRCTB members, net actual administrative costs and a 2% dealer discount, on a monthly basis.

2

Blue Ridge Cigarette Tax Board

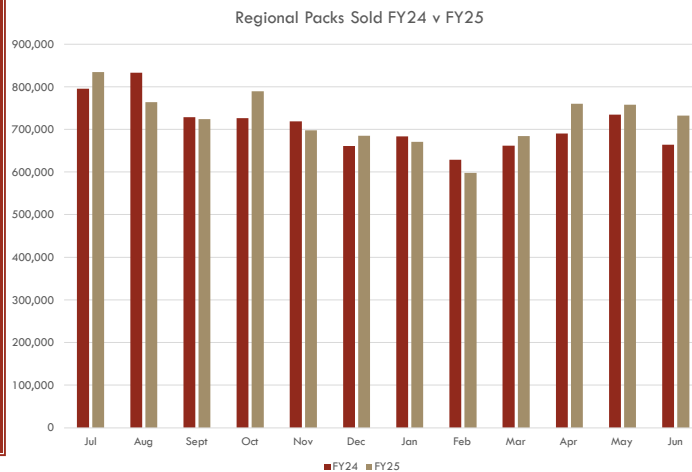
Cigarette Sales and Tax Revenue Generated

- FY 2025 gross revenue: ~\$3.3 million
- FY 2025 total packs sold: ~8.7 million
- FY 2025 Admin costs: ~\$112K
- July 2025 packs sold: 807,231
- Of note:
 - Overall, packs sold increased by about 400K, or 13%, year to year (FY24 to FY25) after a previous 9% decline FY23 to FY24.
 - Expenses spread across the member localities were down more than 25% in FY25, and were about 3.5% of the total FY25 allotment.

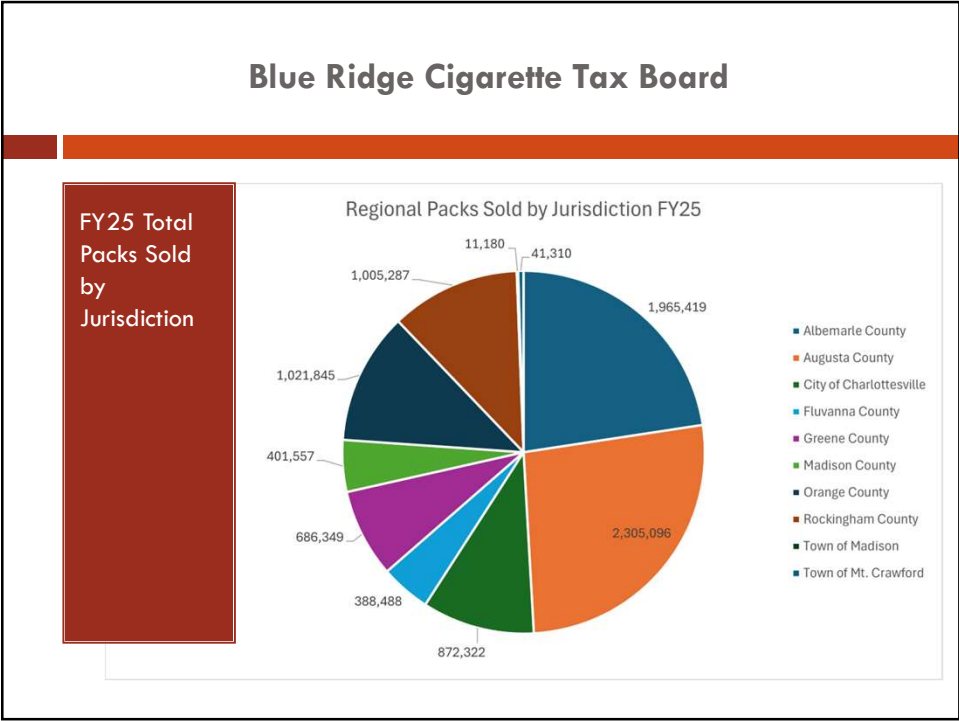
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Blue Ridge Cigarette Tax Board

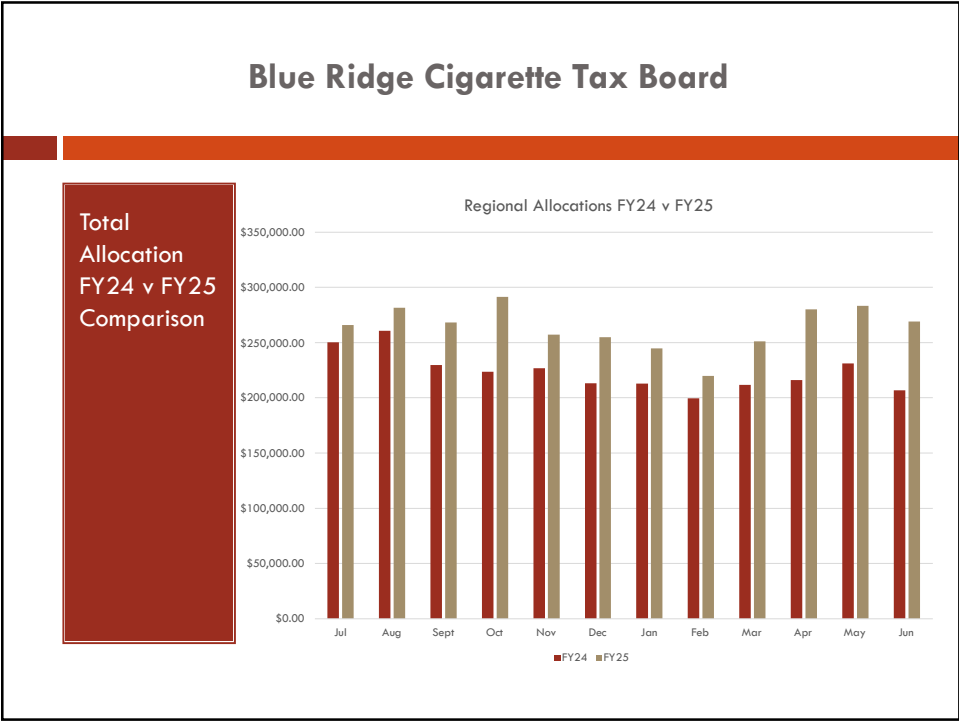
Packs Sold FY24 v FY25 Comparison



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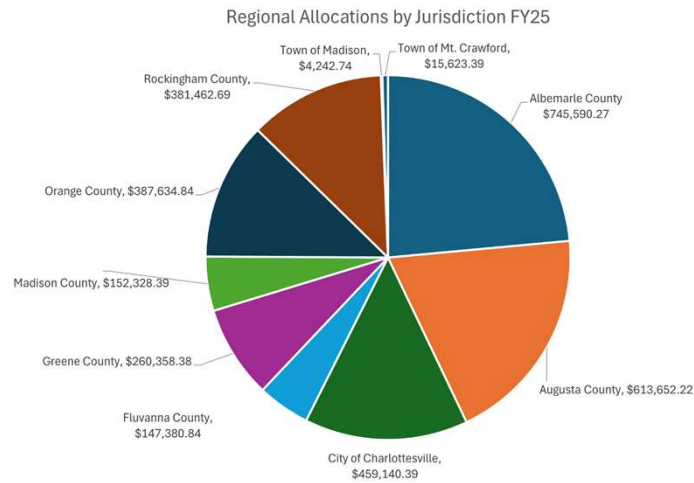
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Blue Ridge Cigarette Tax Board

FY25 Allocation by Jurisdiction



7

Blue Ridge Cigarette Tax Board

What's New with the Board?

- ❑ The Board met twice (April and July) since your last meeting.
- ❑ Approved FY26 budget of nearly 3.4 million; all but \$130K is pass-through.
- ❑ Agreed to Rappahannock County joining the Board.
- ❑ Had an extensive review of BRCTB-adopted policies; more than half of the current individual Board representatives were not on the Board when it was established.
- ❑ All county and town members are now levying \$0.40/pack (Charlottesville is at \$0.55/pack).

8

Blue Ridge Cigarette Tax Board

Compliance Efforts

- Goal: Educate, inform and work with retailers/distributors to ensure compliance.
- >250 retailers in the BRCTB footprint.
- Most all retailers are in full compliance.
- No seizures have been made.
- A few warnings for late reports, remittances and/or payments by distributors were issued recently.

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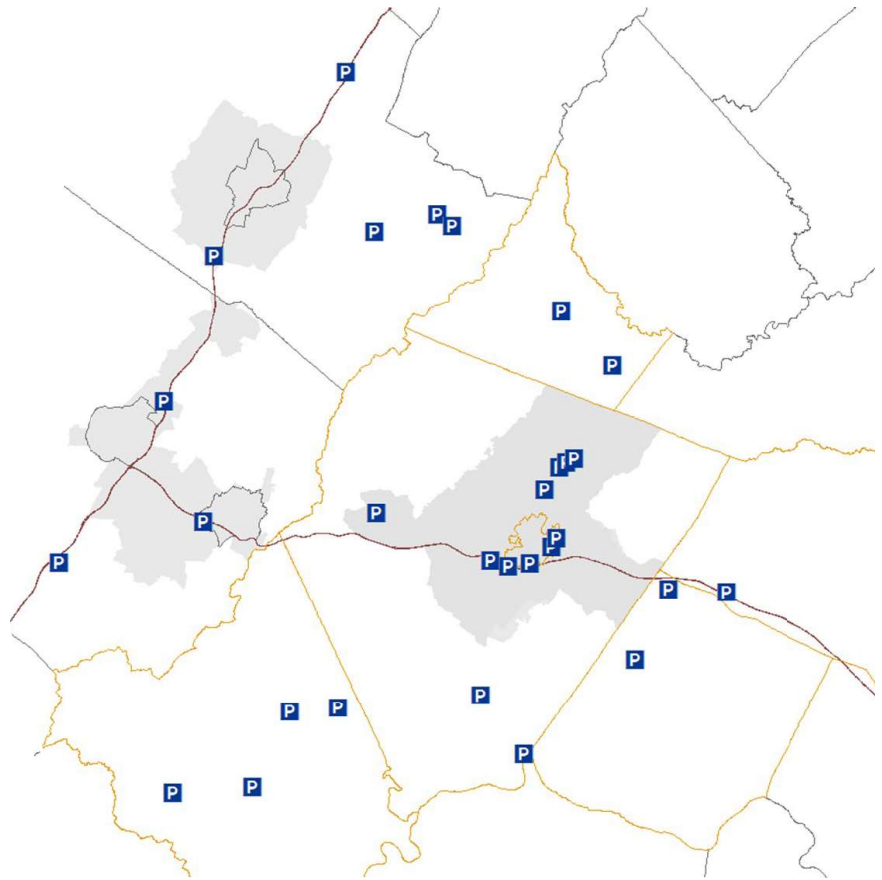
Blue Ridge Cigarette Tax Board

Blue Ridge Cigarette Tax Board

<https://tjpd.org/brctb/>

10

TJPDC Park & Ride Lots



Overview

- Funded through Rural Transportation Work Program
- TJPDC Quarterly Count
- RideShare markets the lots in the region
- VDOT Annual Lot Conditions Assessment
- RideShare Toolkit for establishing lots



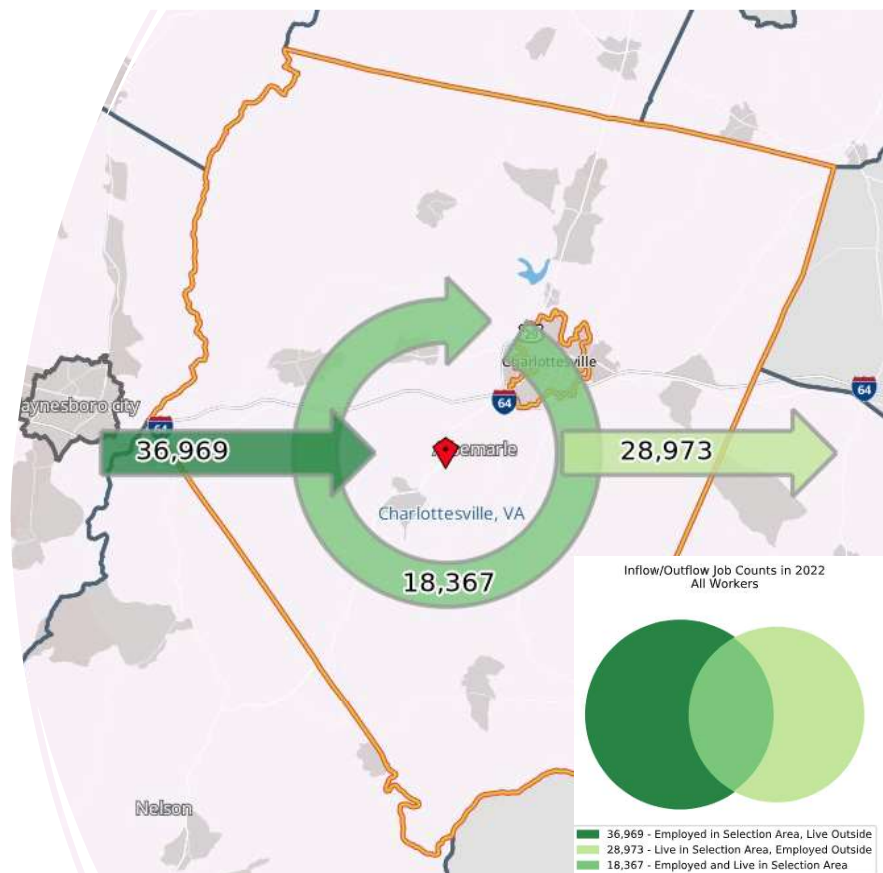
City of Charlottesville

- Azalea Park



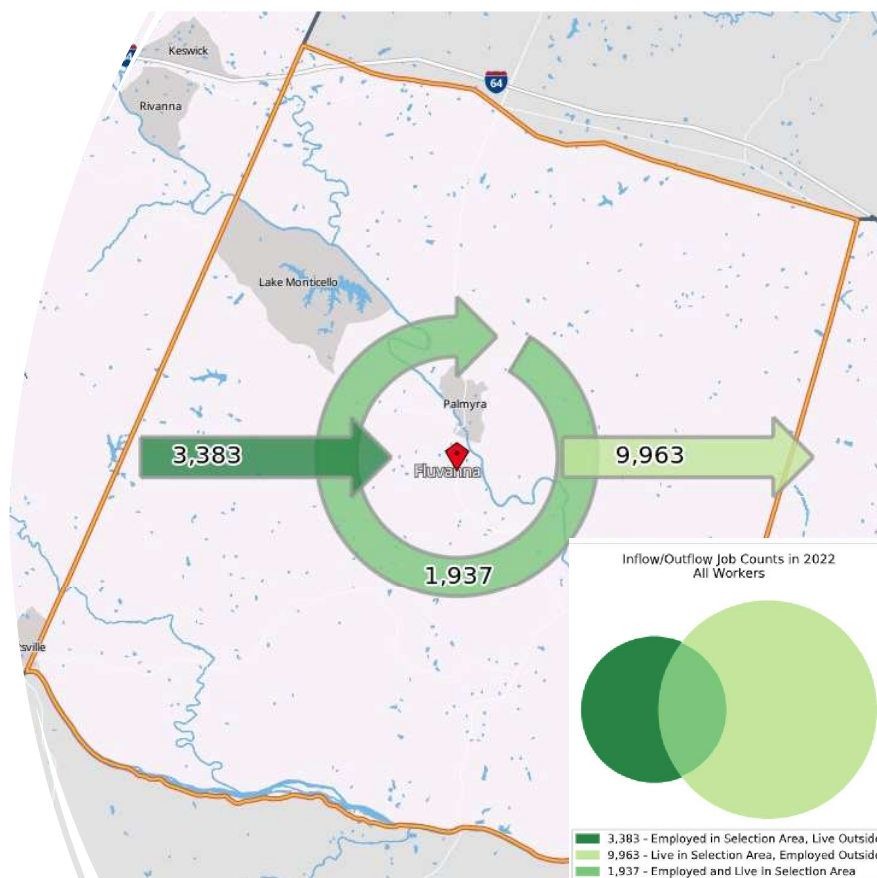
Albemarle County

- Avon Street Extended
- Darden Towe Park
- English Meadows Center
- Forest Lakes North Health Services Center
- Keene
- Maple Grove Church
- Peace Lutheran Church
- Scottsville- served by Jaunt Connect route*
- Wal-Mart- served by CAT*
- Teel Lane (US 29S & I64)



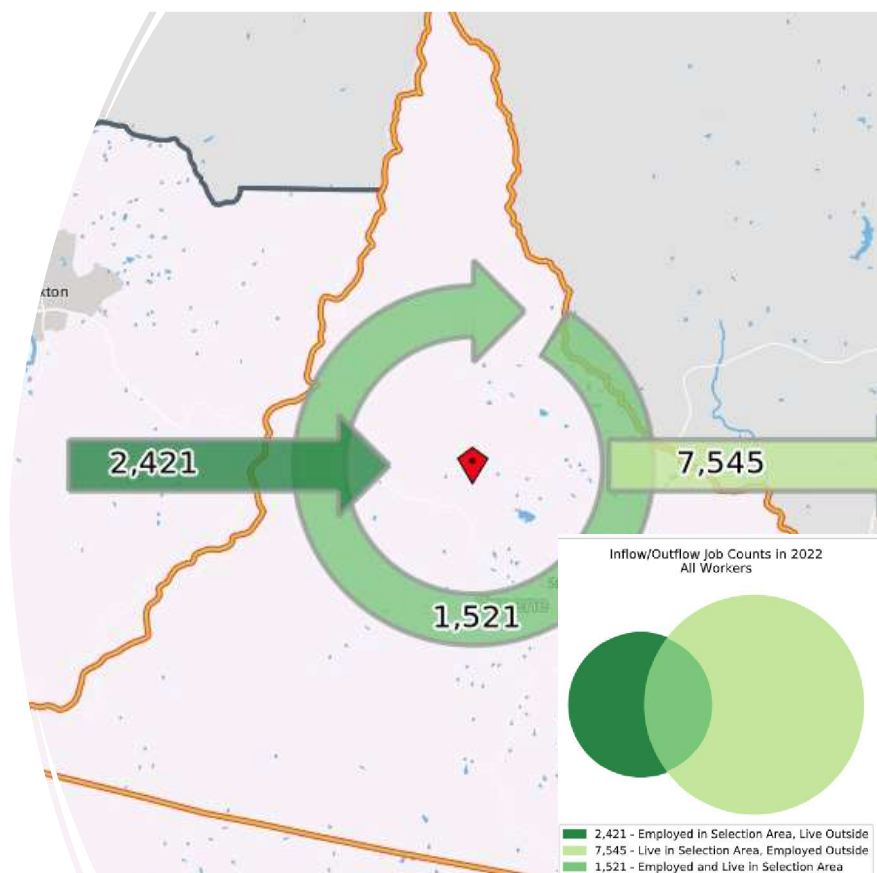
Fluvanna County

- Beaver Dam Baptist Church
- Lake Monticello (Jefferson Center)



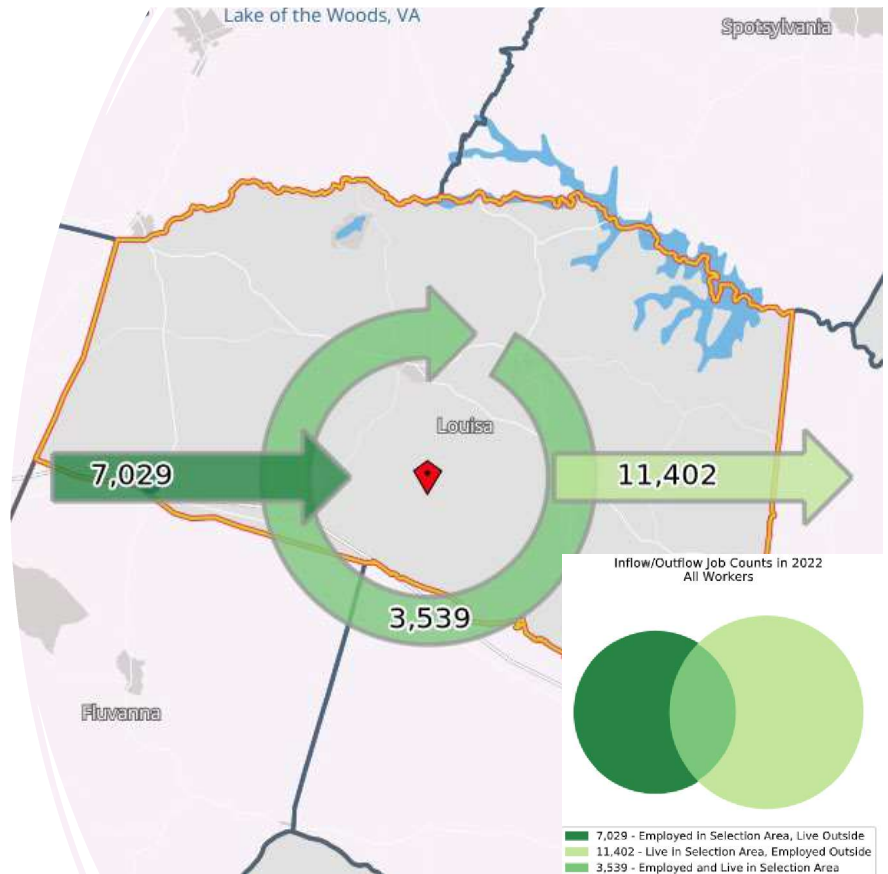
Greene County

- Greene County School System
- Wal-Mart Ruckersville



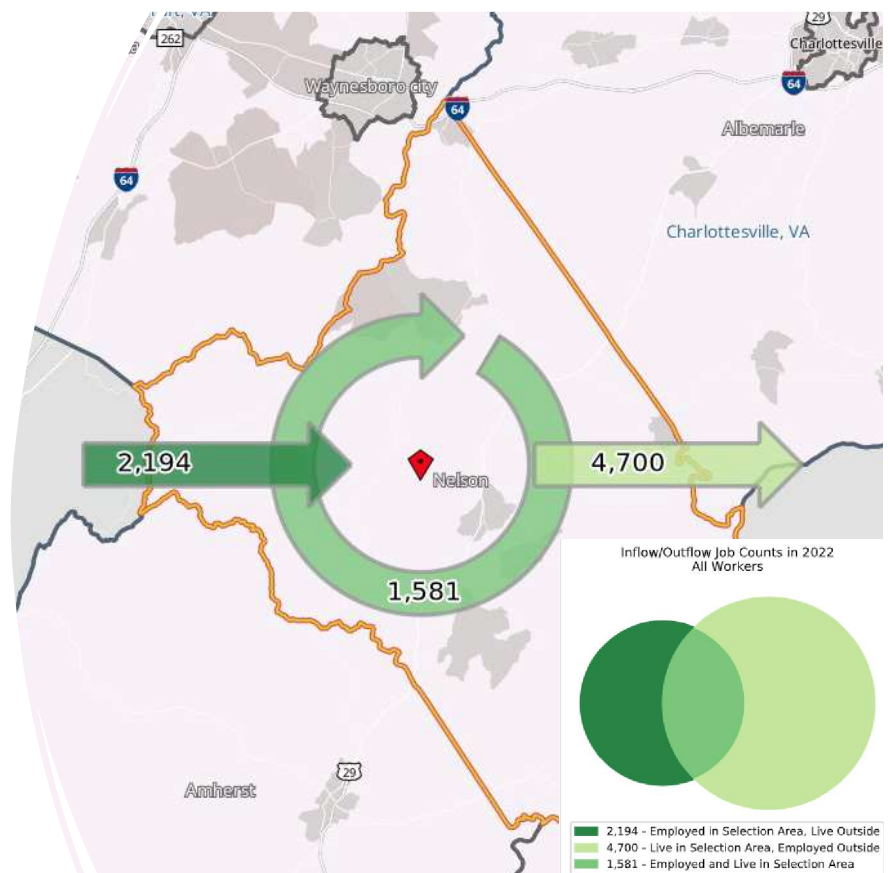
Louisa County

- Zion Crossroads
- Gum Springs



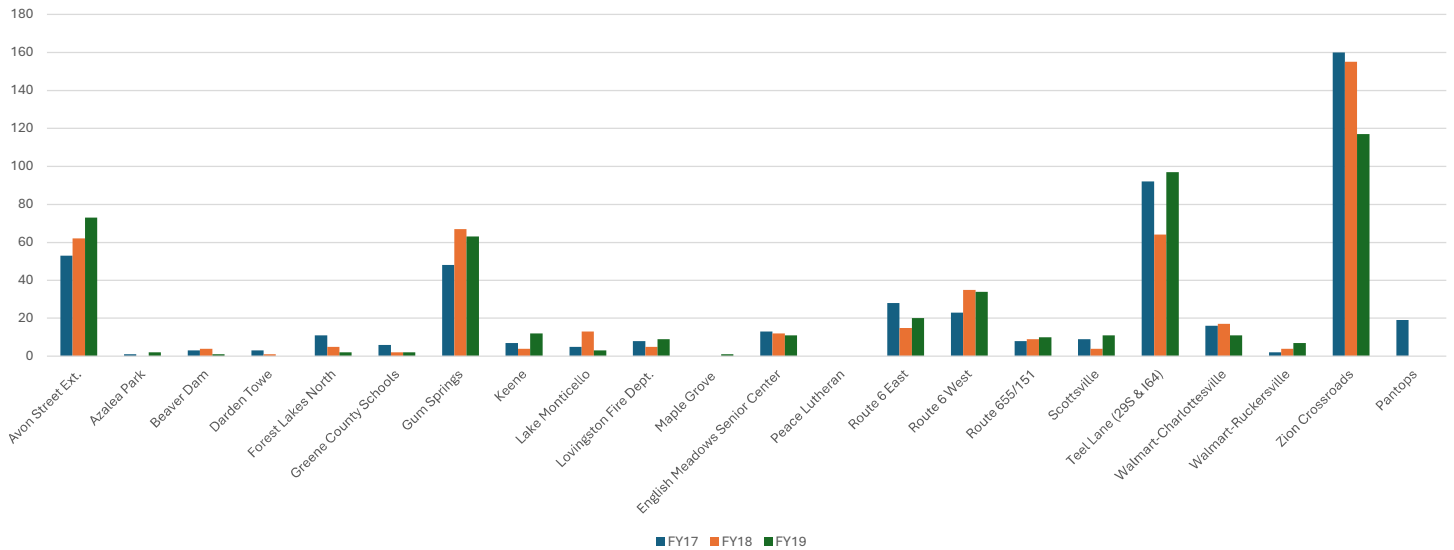
Nelson County

- Lovington Fire Department
- Route 6 East
- Route 6 West
- Roseland 151/56



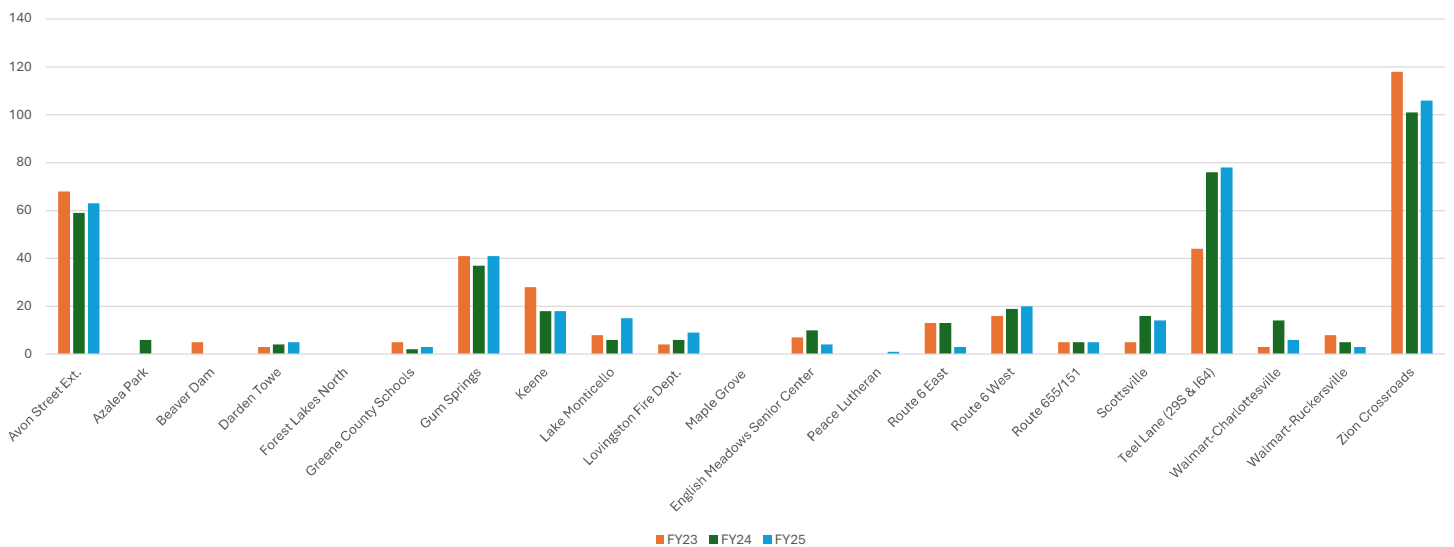
Lot Usage Pre-Pandemic

FY17-FY19



Lot Usage Post Pandemic

FY23-FY25



Other Information

- Waynesboro Town Center lot-
Afton Express
- Crozet I-64 lot in development
- Potential lot at Pantops I-64
- Lot improvements at Teel Lane



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, September 4, 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	x	
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Taylor Jenkins, Director of Transportation	x	
Tony O'Brien, Chair	x		Laurie Jean Talun, Regional Program Manager	x	
Keith Smith, Treasurer			Logan Ende, Regional Housing Planner II	x	
Greene County			Isabella O'Brien, Reg. Environmental Planner II	x	
Tim Goolsby			Sarah Simba, Regional Transportation Planner II		x
James Higgins	x		Emily London, Regional Affordable Housing VISTA		x
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford	x		Neil Williamson		x
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne, Vice Chair	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Vice-Chair, Michael Payne, 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: None

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.



b. Comments provided via email, online, web site, etc.: None.

3. PRESENTATIONS:

a. Virginia Telecommunication Initiative (VATI) Update

David Blount, Deputy Director, presented an overview of the TJPDC's two VATI broadband projects, highlighting financial management activities to date and multiple site visits to observe fiber construction throughout the project region.

Motion/Action: On a motion by Jesse Rutherford, seconded by Tommy Barlow, the Commission unanimously directed that a resolution be prepared commending Firefly, and specifically Gary Wood, for visionary leadership in expanding high speed internet across the Central Virginia region.

b. Watershed Improvement Program (WIP) Update

Isabella O'Brien, Regional Environmental Planner II, provided an overview of the Chesapeake Bay Watershed Improvement Program (WIP), to include the 2025 scope of work and its successes; the transition from regional coordination and outreach to greater BMP implementation; the launch of regional environmental coordination meetings; and a proposed 2026 scope of work for funding.

c. HOME and CDBG Consolidated Annual Performance and Evaluation (CAPER) Presentation

Laurie Jean Talun, Regional Program Manager, gave an overview of HOME-funded activities and the population served during Program Year 2024. About \$781,000 was spent on eight homeowner rehabilitation projects and one homebuyer unit. Additionally, the public comment period for the draft CAPER was held August 15 to September 1.

i. Public Hearing – HOME and CDBG CAPER

Vice-Chair Michael Payne opened the public hearing for the HOME and CDBG CAPER. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

ii. Resolution – HOME and CDBG CAPER

Motion/Action: On a motion by Mike Pruitt, seconded by Jesse Rutherford, the Commission unanimously approved the Resolution for the HOME and CDBG CAPER, as presented.

d. Housing Preservation Grant (HPG) Draft Scope of Work

Logan Ende, Regional Housing Planner II, noted his prior month presentation on the USDA Rural Development Housing Preservation Grant program, which included a local history of administration of the grant, population served, program goals, and the proposed project scope for FFY25. An application for \$271,593.00 for the rural parts of the region was submitted.

i. Public Hearing – Draft HPG Scope of Work

Vice-Chair Michael Payne opened the public hearing for the draft Housing Preservation Grant Scope of Work. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

ii. Resolution of Intergovernmental Review and Project Support for HPG

Motion/Action: On a motion by Phil d’Oronzio, seconded by Tony O’Brien, the Commission unanimously approved the Resolution of Intergovernmental Review and Project Support for HPG, as presented.

4. *CONSENT AGENDA:

- a. Minutes of the August 7, 2025, Commission Meeting**
- b. July Financial Reports**
 - i. July Dashboard Report**
 - ii. July Consolidated Profit & Loss Statement**
 - iii. July Balance Sheet**

Motion/Action: On a motion by Phil d’Oronzio, seconded by Mike Pruitt, the Commission unanimously approved the Consent Agenda as presented.

5. OLD BUSINESS:

a. Area Types for Smart Scale – Rural Areas

Christine Jacobs, Executive Director, reviewed information that had been presented at the August meeting concerning VDOT scoring of SMART SCALE projects in rural areas, which currently are designated as Area Type “C” for the purposes of scoring projects. Following discussion with and analysis by VDOT, and distribution of a detailed memo and VDOT’s analysis to County Administrators/Executive, the TJPDC is recommending a change to the TJPDC’s rural areas’ Area Type classification.

- i. August Presentation and Memo/VDOT Analysis**
- ii. Draft letter to Virginia Secretary of Transportation**
- iii. Draft Resolution of Support**

Motion/Action: On a motion by Manning Woodward, seconded by Mike Pruitt, the Commission unanimously voted to adopt the Resolution of Support and authorize the Chair and the Executive Director to execute a letter to the Virginia Secretary and Deputy Secretary of Transportation, requesting that the Commonwealth Transportation Board consider a change to the TJPDC’s rural areas’ Area Type classification for SMART SCALE.

6. NEW BUSINESS:

a. Draft FY27 Projected Budget and Local Revenue Requests

Christine Jacobs presented the FY27 Projected Operating Budget, FY27 Projected Revenues and FY27 Projected Per Capita and Local Contributions. The draft budget is balanced and includes only known and highly likely revenue sources. It includes a per capita rate of \$0.70 for local contributions, and small increases in requests for local contributions for direct programs, as approved during the local revenues analysis completed in Fall of 2024. She noted that the projected budget likely will have a

number of changes prior to its official adoption in May, 2026, as additional grants and programs are identified. An updated budget will be presented for action at the Commission's October meeting.

- i. **FY27 Projected Budget Totals**
- ii. **FY27 Projected Budget Revenues**
- iii. **FY27 Projected Budget Local Contributions**

7. EXECUTIVE DIRECTOR'S REPORT:

a. Monthly Report

Christine Jacobs shared that monthly updates are available in the Executive Director's Report within the meeting materials.

8. OTHER BUSINESS:

a. Roundtable Discussion by Jurisdiction

b. Next Meeting – October 2, 2025, 7:00 pm

Items for next meeting:

- i. Annual DHCD Funding Agreement
- ii. August Financials
- iii. Blue Ridge Cigarette Tax Board (BRCTB) Six-Month Update
- iv. Regional Pak and Ride Lots Presentation
- v. Draft FY27 Projected Budget and Local Revenues Resolution – For Approval

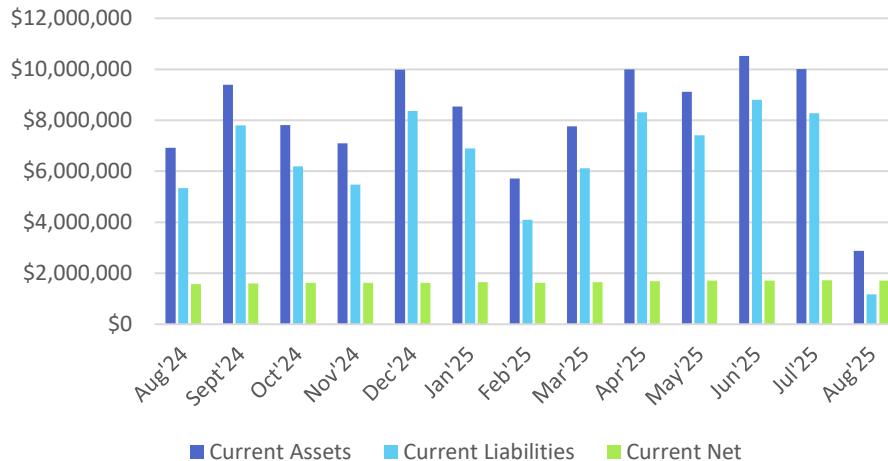
9. ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Tony O'Brien, the Commission unanimously voted to adjourn the September 4, 2025, Commission meeting at 8:21 pm.

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

NET QUICK ASSETS

Target = \$1,265,327 (8 months operating expenses)
12 Month Average Monthly Operating Expenses = \$158,166



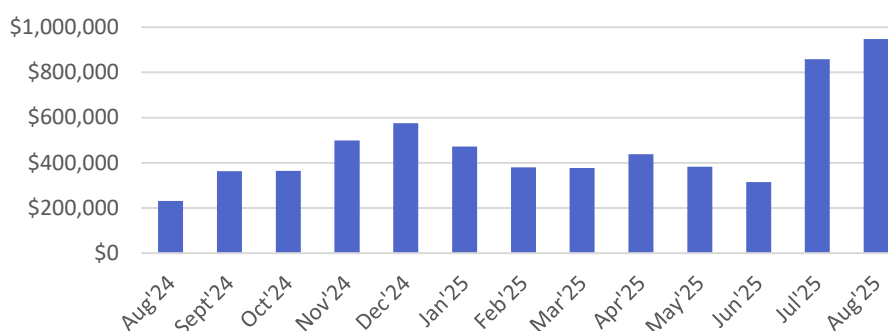
MONTHLY NET QUICK ASSETS

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
Jul'25 = \$1,727,850
Aug'25 = \$1,712,139

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 8 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 August 2025, the TJPDC had 10.82 months of operating expenses. The rolling twelve-month average operating expenses increased to \$158,166. The 3-month average operating expenses increased to \$171,016. Actual operating expenses for August were \$167,757. Capital reserves on August 31 were \$446,812 (NQA minus 8 months of operating expenses).

UNRESTRICTED CASH ON HAND

Target = \$1,265,327 (8 months operating expenses)
Alarm = <\$316,332 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

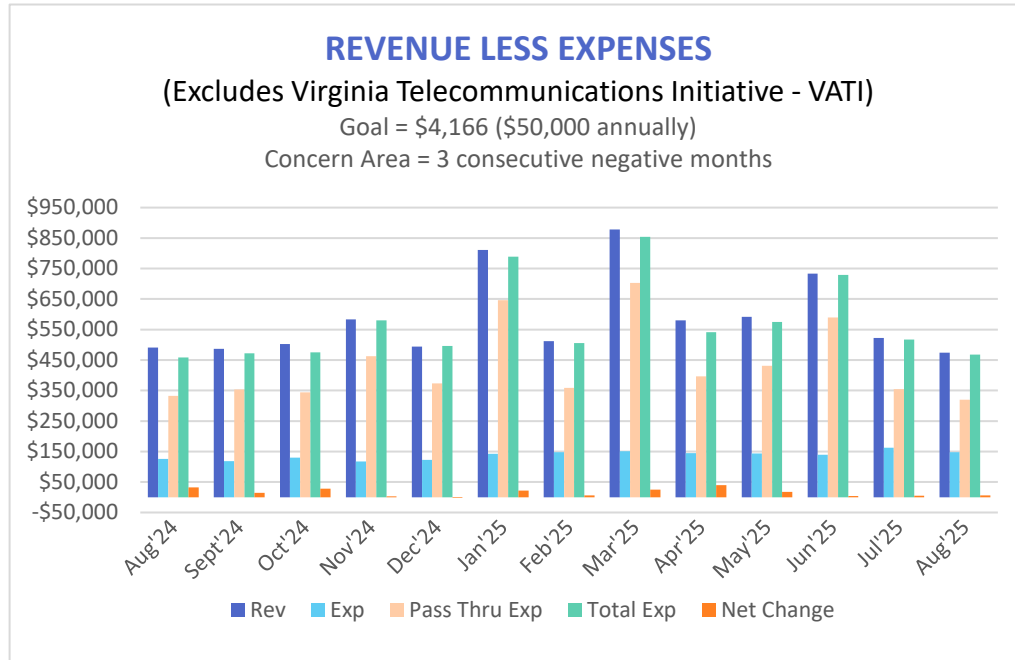
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average

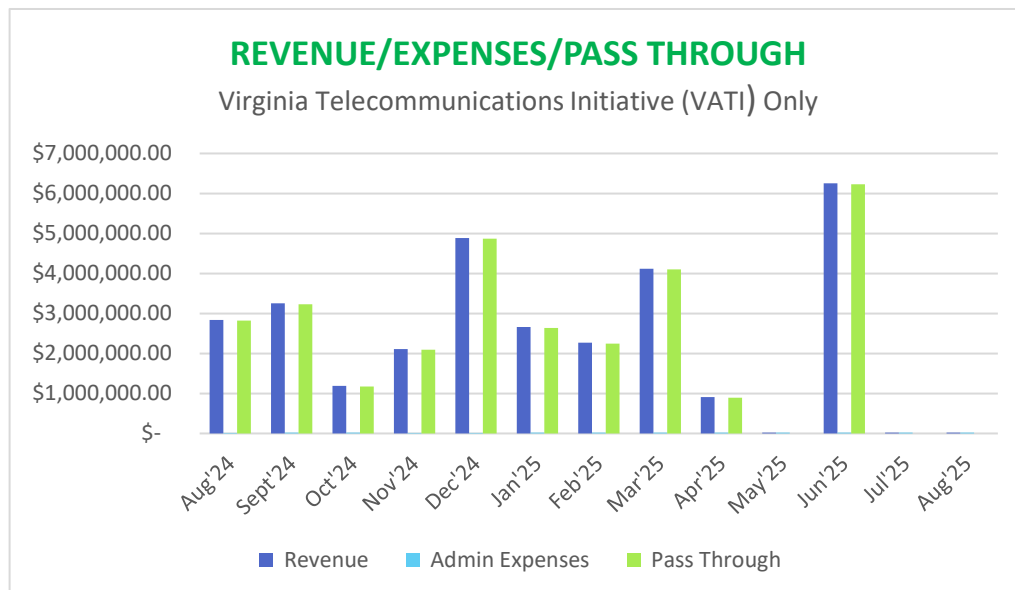
monthly operating expenses to give the number of months of operation without any additional cash received. August financials indicate that there were 5.99 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

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
 Jul'25 = \$5,544
 Aug'25 = \$6,503



MONTHLY ADMIN

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
 Jul'25 = \$18,866
 Aug'25 = \$20,029

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 August was \$6,503. The August Accrued Revenue Report shows the total average available funds of \$195,130 for the remaining 10 months in FY26, which is ample revenue to cover projected expenses.

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
August 2025

8:56 PM

09/25/25

Accrual Basis

	Aug 25	Budget	Jul - Aug 25	YTD Budget	Annual Bud...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	121,377	3,034,292	298,749	6,068,585	36,411,510
4120 · State Funding Source	29,520	511,719	58,128	1,023,439	6,140,634
4130 · Local Source	319,859	582,750	670,455	1,165,500	6,993,000
42000 · Local Match Per Capita	15,414	15,414	30,828	30,828	184,967
4280 · Interest Income	5,691	4,167	11,364	8,333	50,000
4285 · Rent Income	2,295	2,333	4,620	4,667	28,000
4139 · Reserve Transfers	0	2,167	0	4,333	26,000
Total Income	494,157	4,152,843	1,074,145	8,305,685	49,834,111
Gross Profit	494,157	4,152,843	1,074,145	8,305,685	49,834,111
Expense					
61000 · Personnel	136,688	151,683	289,667	303,366	1,820,194
6900 · Reimb. Overhead Allocation	0	(0)	0	(0)	0
6240 · Advertising / Marketing	3,731	2,995	4,098	5,989	35,936
62394 · Audit -Legal Expenses	807	3,233	1,613	6,467	38,800
6258 · Bank Charges	40	63	40	125	750
6260 · COGS	0	417	0	833	5,000
6281 · Dues	1,075	1,007	4,510	2,014	12,087
62850 · Insurance	1,076	668	1,652	1,337	8,020
6345 · Janitorial Service	3,633	417	3,852	833	5,000
6450 · Meeting Expenses	152	671	167	1,342	8,052
6310 · Postage	0	91	382	183	1,096
62890 · Printing/Copier	193	414	359	829	4,971
6390 · Professional Dev & Meetings	1,395	2,121	2,595	4,242	25,449
6320 · Rent	9,009	11,546	18,019	23,093	138,555
6280 · Subscription-Publications	0	348	121	695	4,170
6290 · Supplies	624	953	929	1,907	11,440
63210 · Technology & Equipment	2,427	4,221	8,981	8,442	50,651
6600 · Telephone & Internet Service	1,413	1,370	2,846	2,740	16,441
6380 · TJPDC Contractual Services	959	4,102	2,554	8,204	49,222
63300 · Travel	4,535	4,297	6,959	8,594	51,562
9999 · Miscellaneous	0	9,296	0	18,592	111,551
Total Expense	167,757	199,912	349,343	399,824	2,398,946
Net Ordinary Income	326,400	3,952,931	724,801	7,905,861	47,435,165
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	18,830	23,104	57,320	46,209	277,252
83000 · HOME Pass-Through	11,247	112,136	31,685	224,272	1,345,632
84000 · Grants Pass-Through	289,820	3,817,690	623,742	7,635,380	45,812,280
Total Other Expense	319,897	3,952,930	712,747	7,905,861	47,435,165
Net Other Income	(319,897)	(3,952,930)	(712,747)	(7,905,861)	(47,435,165)
Net Income	6,503	0	12,055	(0)	0

Thomas Jefferson Planning District Commission

Balance Sheet Prev Year Comparison

As of August 31, 2025

	Aug 31, 25	Aug 31, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,463,502.25	677,326.10	786,176.15
1189 · Capital Reserve	446,812.00	911,129.00	-464,317.00
Total Checking/Savings	1,910,314.25	1,588,455.10	321,859.15
Accounts Receivable			
1190 · Receivable Grants	947,869.65	5,307,159.89	-4,359,290.24
Total Accounts Receivable	947,869.65	5,307,159.89	-4,359,290.24
Other Current Assets			
1310 · Prepaid Rent	450.00	450.00	0.00
1330 · Prepaid Insurance	6,774.16	6,284.98	489.18
1360 · Prepaid Other	18,756.50	22,547.62	-3,791.12
Total Other Current Assets	25,980.66	29,282.60	-3,301.94
Total Current Assets	2,884,164.56	6,924,897.59	-4,040,733.03
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	-124,886.09	-118,849.37	-6,036.72
Total Fixed Assets	11,821.59	17,858.31	-6,036.72
TOTAL ASSETS	2,895,986.15	6,942,755.90	-4,046,769.75
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	641,824.73	4,877,241.69	-4,235,416.96
Total Accounts Payable	641,824.73	4,877,241.69	-4,235,416.96
Credit Cards			
2155 · Accounts Payable Credit Card	7,360.86	10,858.16	-3,497.30
Total Credit Cards	7,360.86	10,858.16	-3,497.30
Other Current Liabilities			
2159 · Accrued Expenses	1,613.34	1,471.66	141.68
2160 · Accrued Payroll Payable	5,700.82	11,447.90	-5,747.08
2800 · Deferred Revenue	515,525.77	458,315.68	57,210.09
Total Other Current Liabilities	522,839.93	471,235.24	51,604.69
Total Current Liabilities	1,172,025.52	5,359,335.09	-4,187,309.57
Long Term Liabilities			
2200 · Leave Payable	69,067.08	47,146.46	21,920.62
Total Long Term Liabilities	69,067.08	47,146.46	21,920.62
Total Liabilities	1,241,092.60	5,406,481.55	-4,165,388.95
Equity			
3000 · General Operating Fund	1,184,205.43	569,314.64	614,890.79
3100 · Restricted Capital Reserve	446,812.00	911,129.00	-464,317.00
3600 · Net Investment in Fixed Assets	11,821.59	17,858.31	-6,036.72
Net Income	12,054.53	37,972.40	-25,917.87
Total Equity	1,654,893.55	1,536,274.35	118,619.20
TOTAL LIABILITIES & EQUITY	2,895,986.15	6,942,755.90	-4,046,769.75

Accrued Revenue by Grant or Contract			For Year Ending June 30, 2026									
Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2025	AUGUST 2025	YEAR TO DATE FY26	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY27+	GRANT TO DATE	GRANT- CONTRACT REMAINING FY26	NOTES		
299	State Support to PDC (DHCD)	\$ 145,098			\$ -	\$ -	\$ -	\$ -	\$ 145,098	State funding to TJPDC General/Contingency		
112	TJPDC Corporation	\$ 1,500	\$ 254	\$ 414	\$ 668	\$ -	\$ -	\$ 668	\$ 832	501(c)3 Non-profit Arm		
110	Bank Interest	\$ 11,364	\$ 5,673	\$ 5,691	\$ 11,364	\$ -	\$ -	\$ 11,364	\$ -	Interest Earned from all Sources		
120	SCRC	\$ 23,384	\$ 638	\$ 127	\$ 765	\$ 18,395		\$ 19,160	\$ 4,225	*SCRC Cooperative Agreement (Oct 1-Sept 30)		
170/171	Rural Transportation	\$ 58,000	\$ 4,318	\$ 4,393	\$ 8,711	\$ -	\$ -	\$ 8,711	\$ 49,289	VDOT Rural Transp Planning		
273	Water Street Center & Office Leases	\$ 4,620	\$ 2,325	\$ 2,295	\$ 4,620	\$ -	\$ -	\$ 4,620	\$ -	Rental Fees		
277	Legislative Liaison	\$ 114,245	\$ 5,285	\$ 8,175	\$ 13,460	\$ -	\$ -	\$ 13,460	\$ 100,785	*Legislative Operations		
278	VAPDC-ED	\$ 56,100	\$ 4,675	\$ 4,890	\$ 9,565	\$ -	\$ -	\$ 9,565	\$ 46,535	Contract for Admin Services		
296	Member Per Capita	\$ 202,917	\$ 15,414	\$ 15,414	\$ 30,828	\$ -	\$ 9,899	\$ 30,828	\$ 162,190	Local Govt Annual Contributions (Includes \$17,949 in FY25 Deferred Rev.)		
303	Solid Waste	\$ 11,235	\$ 526	\$ 106	\$ 633	\$ -	\$ -	\$ 633	\$ 10,602	*Contract for annual reporting		
907	WIP Phase III - Contract #8	\$ 58,000	\$ 6,875	\$ 4,558	\$ 11,433	\$ 37,922		\$ 49,355	\$ 8,645	Watershed Improvement Plan		
907	WIP Phase III - Contract #9	\$ 58,000			\$ -		\$ 29,000	\$ -	\$ 29,000	*Watershed Improvement Plan (Pending application/award)		
908	RRBC	\$ 11,235	\$ 1,272	\$ 2,135	\$ 3,407	\$ -	\$ -	\$ 3,407	\$ 7,828	*Rivanna River Basin Commission annual contributions and event fees		
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	\$ -										
172	Safe Streets and Roads for All (SS4A)	\$ 82,000	\$ 1,814	\$ 2,275	\$ 4,089	\$ 72,746	\$ -	\$ 76,835	\$ 5,165	*Estimated Completion - Sept 2025		
	SS4A Pass-Thru	\$ 996,787	\$ 38,490	\$ 18,830	\$ 57,320	\$ 910,262	\$ -	\$ 967,582	\$ 29,205	*Pass through to Kimley Horn, AvidCore, and VDOT		
180-25	Mobility Management - 2025	\$ 194,790	\$ 12,927	\$ 13,031	\$ 25,958	\$ 153,896	\$ -	\$ 179,854	\$ 14,936	*Mobility Management - Oct 1 - September 30, 2025		
	Mobility Management Pass-Thru - 2025	\$ 11,831			\$ -	\$ 11,831	\$ -	\$ 11,831	\$ -	Contracted with JABA (2 months)		
180-26	Mobility Management - 2026 (5310 other capital)	\$ 309,770			\$ -	\$ -	\$ 84,985	\$ -	\$ 224,785	*Mobility Management - Oct 1 - September 30, 2026		
	Mobility Management - 2026 Cap Pass-Thru	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	*No capital pass-thru		
180-26.1	Mobility Management - 2026 (5310 operating)	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	*Mobility Management - Oct 1 - September 30, 2026		
	Mobility Management Pass-Thru - 2026	\$ 6,053			\$ -	\$ -	\$ 1,513	\$ -	\$ 4,539	PATH Volunteer Driver Assistance & mileage reimbursement		
180B-Local	Mobility Management - Branding / Other	\$ 17,473	\$ 231	\$ 501	\$ 732	\$ 9,787	\$ -	\$ 10,519	\$ 6,955	*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	\$ 5,413	\$ -	\$ 1,015	\$ 1,015	\$ 4,398	\$ -	\$ 5,413	\$ -	RTAP Training Grant		
180D-TAF	PATH - Transportation Asst. Fund	\$ 5,000	\$ -	\$ 247	\$ 247	\$ 424	\$ -	\$ 671	\$ 4,329	PATH Transportation Assistance Fund		
181	RTP - Admin	\$ 61,000	\$ 5,980	\$ 2,896	\$ 8,876	\$ -	\$ -	\$ 8,876	\$ 52,124	*Regional Transit Partnership		
185	CARTA - Admin	\$ 40,000			\$ -	\$ -	\$ 10,000	\$ -	\$ 30,000	*CARTA		
	CARTA Pass-Thru	\$ 160,000			\$ -	\$ -	\$ 40,000	\$ -	\$ 120,000	*		
190/195/198	MPO-PL	\$ 308,793	\$ 29,829	\$ 21,514	\$ 51,344	\$ -	\$ -	\$ 51,344	\$ 257,450	*MPO PL Transportation Planning - Passive Roll Over Permitted		
	MPO - PL - Consultant Pass-Thru	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	L RTP Support Consultant		
191/196/199	MPO-FTA	\$ 132,384	\$ 19,942	\$ 15,275	\$ 35,217	\$ -	\$ -	\$ 35,217	\$ 97,167	MPO FTA Transit Planning (ext. to 12/31/25 to use remaining FY25 funds)		
	MPO - FTA Pass Thru	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	Consultant Pass-thru if needed		
193/193.1/193.3	Rideshare - Admin (includes RTAP Grants)	\$ 189,533	\$ 14,499	\$ 17,942	\$ 32,442	\$ -	\$ 3,759	\$ 32,442	\$ 153,332	Rideshare TDM Program Mktg & Mgmt (not eligible for roll over)		
	Rideshare Pass-Thru	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -			
726	HOME ARP - Admin	\$ 367,841	\$ 1,766	\$ 2,533	\$ 4,299	\$ 164,274	\$ 159,246	\$ 168,573	\$ 40,022	*HUD-ARPA Planning funds (not to exceed 5% of grant)		
	HOME ARP Pass-Thru	\$ 2,084,430	\$ 20,438	\$ 4,013	\$ 24,451	\$ 132,875	\$ 1,540,891	\$ 157,326	\$ 386,213	*Admin includes Consultant for Gap Analysis		
727-22	HOME-22 TJPDC Admin	\$ 74,783	\$ -	\$ -	\$ -	\$ 74,783	\$ -	\$ 74,783	\$ -	*HUD HOME-22 Housing Grants Admin		
	HOME-22 Pass-Thru	\$ 698,069	\$ -	\$ 7,234	\$ 7,234	\$ 401,916	\$ 74,038	\$ 409,150	\$ 214,880	*HUD HOME-22 Housing Grants Construction		
727-23	HOME-23 TJPDC Admin	\$ 78,529	\$ -	\$ -	\$ -	\$ 78,529	\$ -	\$ 78,529	\$ 0	*HUD HOME-23 Housing Grants Admin		
	HOME-23 Pass-Thru	\$ 718,217	\$ -	\$ -	\$ -	\$ 206,577	\$ 306,984	\$ 206,577	\$ 204,656	*HUD HOME-23 Housing Grants Construction		
727-24	HOME-24 TJPDC Admin	\$ 65,111	\$ 2,614	\$ 3,992	\$ 6,605	\$ 183	\$ 38,957	\$ 6,789	\$ 19,366	*HUD HOME-24 Housing Grants Admin		
	HOME-24 Pass Thru	\$ 586,000	\$ -	\$ -	\$ -	\$ 79,475	\$ 303,915	\$ 79,475	\$ 202,610	*HUD HOME-24 Housing Grants Construction		
727-25	HOME-25 TJPDC Admin	\$ 68,701			\$ -		\$ 51,526	\$ -	\$ 17,175	*HUD HOME-24 Housing Grants Admin		
	HOME-25 Pass Thru	\$ 618,308			\$ -		\$ 463,731	\$ -	\$ 154,577	*HUD HOME-24 Housing Grants Construction		
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865			\$ -	\$ 31,865	\$ -	\$ 31,865	\$ -	*USDA Housing Repair Admin		
	HPG-23 Pass-Thru	\$ 180,570	\$ 3,200	\$ 6,298	\$ 9,498	\$ 170,099	\$ -	\$ 179,597	\$ 973	*USDA Housing Repair Construction		
728-24	Housing Preservation Grant-24 - Admin	\$ 20,370	\$ 4,067	\$ 3,978	\$ 8,045	\$ 4,012	\$ -	\$ 12,057	\$ 8,313	*USDA Housing Repair Admin		
	HPG-24 Pass-Thru	\$ 115,427	\$ 26,319	\$ 3,702	\$ 30,021	\$ 55,131	\$ -	\$ 85,152	\$ 30,275	*USDA Housing Repair Construction		
729	Regional Housing Partnership	\$ 49,501	\$ 1,757	\$ 2,576	\$ 4,333	\$ -	\$ -	\$ 4,333	\$ 45,169	Regional Housing Partnership		
	RHP - Consultant Pass-Thru	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -			
730.1/730.2/730.3	RHP Housing Study	\$ 138,727	\$ 7,491	\$ 5,901	\$ 13,392	\$ 37,139	\$ 44,546	\$ 50,530	\$ 43,651	Regional Housing Study Grant		
	RHP Housing Study Pass-Thru	\$ 148,330	\$ -		\$ -	\$ -	\$ 48,141	\$ -	\$ 100,189			
733	VA Housing Development - Admin	\$ 200,000	\$ 3,760	\$ 1,505	\$ 5,265	\$ 152,805.72	\$ 7,000	\$ 158,070	\$ 34,930	*VA Housing PDC - Admin		
	VA Housing Pass-Through	\$ 1,800,000	\$ -	\$ -	\$ -	\$ 1,616,728.11		\$ 1,616,728	\$ 183,272	*VA Housing PDC - Construction/Partnership		
760	Blue Ridge Cigarette Tax Board	\$ 130,466	\$ 11,253	\$ 7,027	\$ 18,280	\$ -	\$ -	\$ 18,280	\$ 112,186	Includes Administrative Fees		
	Cig Tax Pass-Through	\$ 3,259,537	\$ 304,403	\$ 279,820	\$ 584,223	\$ -	\$ -	\$ 584,223	\$ 2,675,314	Pass through - direct costs		
761	VATI 22 - Admin	\$ 875,000	\$ 15,740	\$ 14,224	\$ 29,964	\$ 677,906	\$ 98,523	\$ 707,870	\$ 68,608	*VATI Admin - 36-42 months		
	VATI 22 Pass-Through	\$ 117,850,904			\$ -	\$ 81,354,997	\$ 9,990,853	\$ 81,354,997	\$ 26,505,054	*Program/Construction Pass-Through		
762	VATI 24 - Admin	\$ 280,062	\$ 3,125	\$ 5,806	\$ 8,931	\$ 41,241	\$ 103,957	\$ 50,172	\$ 125,933	*VATI Admin - 18 months		
	VATI 24 Pass-Through	\$ 13,008,438	\$ -	\$ -	\$ -	\$ -	\$ 7,508,438	\$ -	\$ 5,500,000	*Program/Construction Pass-Through		
901	DEQ Septic Program - Admin	\$ 18,390	\$ 293	\$ 1,240	\$ 1,533	\$ 4,198	\$ -	\$ 5,731	\$ 12,659	Dept of Environmental Quality - Septic Program		
	DEQ Septic Pass-Through	\$ 146,630	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,630	*Program/Construction Pass-Through		
902	DEQ Rain Barrel Program	\$ 10,821	\$ 355	\$ 425	\$ 780	\$ 6,902	\$ -	\$ 7,682	\$ 3,139	Dept of Environmental Quality - Rain Barrel Program		
	DEQ Rain Barrel Pass-Through	\$ 3,477	\$ -		\$ -	\$ -	\$ -	\$ -	\$ 3,477	Pass through - direct costs		
903	DEQ Reg'l Water Supply Planning	\$ 17,768	\$ 2,439	\$ 2,374	\$ 4,813	\$ 4,071	\$ -	\$ 8,884	\$ 8,884	Dept of Environmental Quality - Regional Water Supply Planning		
	TOTAL - All Programs	\$ 147,039,377	\$ 579,988	\$ 494,372	\$ 1,074,360	\$ 86,630,631	\$ 20,921,220	\$ 87,704,991	\$ 38,413,167	TOTAL - All Programs		
	Pass Thru Sub-totals	\$ 142,423,034	\$ 392,850	\$ 319,897	\$ 712,747	\$ 84,969,917	\$ 20,278,505	\$ 85,682,663	\$ 36,461,865	Pass-Thru Subtotal		

*Indicates unspent funds can 'roll-over' in FY27

October 2, 2025

The Honorable (Senators Cifers, Deeds, and Reeves; Delegates Callsen, Fowler, Freitas, Garrett, Griffin, and Laufer)
 Xxx
 Xxx

Dear _____:

The Thomas Jefferson Planning District Commission (TJPDC) greatly appreciates your efforts on behalf of the localities and citizens that you represent. We are writing to inform you that at its meeting held on October 2, the TJPDC unanimously endorsed this letter to communicate to you our request and plea for additional state investments to support transportation infrastructure in the Commonwealth.

The Planning District's member localities recognize that revenues for expanding and maintaining all modes of infrastructure are critical for meeting Virginia's well-documented and ongoing transportation challenges. They are needed to attract and retain businesses, residents, and tourism, as well as to keep pace with growing public needs and expectations. We encourage the State to prioritize such funding for state, regional and local transportation needs.

As the State continues to adjust SMART SCALE prioritization and the funds distribution process, we believe there should be adequate state funding and local authority to generate transportation dollars for important local and regional projects across modes. We have noted that while the most recent SMART SCALE round saw fewer applications submitted statewide, there also was a significant drop, both in number and percentage, in the number of applications that were funded. Funding allocated for successful applications in FY26 also was less than in the FY18 round.

	FY18 Round	FY20 Round	FY22 Round	FY24 Round	FY26 Round
Applications Submitted	436	468	406	413	277
Applications Funded	147	134	167	164	53
Funding Requested	\$8.6 B	\$7.4 B	\$6.3 B	\$8.3 B	\$8.2 B
Funding Allocated	\$1.1 B	\$0.9 B	\$1.4 B	\$1.6 B	\$1.0 B

While we are cognizant of pressures to fund and maintain overall transportation system and network improvements in Virginia, we also see and experience, on an everyday basis, the need for supporting projects that make a difference in our local communities. We have been active in seeking support for those projects. In VDOT's Culpeper District, for the FY26 round, a total of 13 applications were submitted by the TJPDC, Charlottesville-Albemarle MPO (CAMPO), and localities in the PDC region (Nelson County also submitted one application for the Lynchburg District, which was funded). Only three of 24 applications for the Culpeper District were funded through SMART SCALE's District Grant Program, totaling about \$56 million (two in Culpeper, one in Warrenton). One project submitted by CAMPO was funded through the High Priority Program at a cost of over \$36 million.

Our bottom-line request is simple: We call on the State to 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.

Again, we thank you for your efforts and appreciate your consideration of our position and recommendations as you press forward with considering legislation and shaping budgets in the upcoming General Assembly session. Thank you.

Sincerely,

Keith Smith, Chair
Thomas Jefferson Planning District Commission

cc: TJPDC Legislators

DRAFT

Name

Date

Address

City/County, State, Zip

Dear [Chair Name] and Members of [the Board/Agency]:

The Thomas Jefferson Planning District Commission (TJPDC) submits this letter formally requesting dissolution of the Regional Transit Partnership (RTP) 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.

Following a recommendation from the Regional Transit Coordination Study, the RTP was established in 2017 to serve as an interim body and precursor for establishing a regional transit authority. Since formation, the RTP has successfully provided a strong forum for communication and coordination between transit providers and played a critical role in building consensus around regional transit priorities.

The RTP completed a strategic plan (2018), Albemarle County Transit Expansion Study/Micro-CAT (2022), Regional Transit Vision Plan (2022), and Transit Governance Study (2024) that provided the foundation for CARTA activation in 2024. As a result of the work of the RTP, the City of Charlottesville and Albemarle County have a regional transit vision that community members and transit providers support. The activation of CARTA represents a significant milestone in the region's efforts to formalize a unified approach to regional transit planning and governance.

The principal guiding document that identifies partners, roles, and responsibilities for the RTP is the attached Memorandum of Understanding (MOU), last amended in 2021. It reflects the shared commitment of its signatories, the region's transit partners:

- Albemarle County
- Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO)
- City of Charlottesville, on behalf of Charlottesville Area Transit (CAT)
- Jaunt
- Thomas Jefferson Planning District Commission (TJPDC)
- University of Virginia (UVA)

According to **Article 6 – Amendments:**

Amendments to this AGREEMENT, as mutually agreed to, may be made by written agreement between all parties of this AGREEMENT.

Pursuant to Article 6, the TJPDC is requesting action from [Board/Agency] to concur with formally dissolving the Regional Transit Partnership.

Thank you for your leadership, partnership, and participation in the RTP over the past several years. The RTP has been instrumental in laying the foundation for a stronger, more coordinated regional transit system and we look forward to continuing our collaboration through the Charlottesville-Albemarle Regional Transit Authority.

Sincerely,

Keith Smith, Chair
Thomas Jefferson Planning District Commission

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Date

Date

Attachments:

Memorandum of Understanding on the Jefferson Area Regional Transit Partnership (RTP)

CC:

Mr. Ned Gallaway, Albemarle County Board of Supervisors
Mr. Mike Pruitt, Albemarle County Board of Supervisors
Mr. Philip D’Oronzio, City of Charlottesville Planning Commission
Mr. Michael Payne, City of Charlottesville City Council
Mr. Tony O’Brien, Fluvanna County Board of Supervisors
Mr. Tim Goolsby, Greene County Board of Supervisors
Mr. James Higgins, Greene County Citizen Representative
Mr. Manning Woodward, Louisa County Board of Supervisors
Mr. Tommy Barlow, Louisa County Board of Supervisors
Mr. Ernie Reed, Nelson County Board of Supervisors
Mr. Jesse Rutherford, Nelson County Board of Supervisors

**MEMORANDUM OF UNDERSTANDING
ON THE CHARLOTTESVILLE-ALBEMARLE
REGIONAL TRANSIT AUTHORITY**

This Memorandum of Understanding (MOU) establishes a framework for collaboration and cooperation between the Thomas Jefferson Planning District Commission (TJPDC), County of Albemarle, and City of Charlottesville regarding the administration, coordination, and support for the Charlottesville-Albemarle Regional Transit Authority (CARTA). The intent of this MOU is to identify payment terms, roles, and responsibilities of each party.

PARTIES TO AGREEMENT:

Thomas Jefferson Planning District Commission
Christine Jacobs, Executive Director
401 E. Water Street/PO Box 1505
Charlottesville, VA 22902-1505

County of Albemarle
Jeffrey Richardson, County Executive
401 McIntire Road
Charlottesville, VA 22902

City of Charlottesville
Samuel Sanders, Jr., City Manager
605 E. Main Street/P.O. Box 911
Charlottesville, VA 22902

PERIOD OF AGREEMENT:

This agreement will remain in place until amended in writing by all parties. Either party to this agreement may terminate this MOU with at least one hundred eighty (180) days notice prior to the start of the next fiscal year. If this MOU is terminated in compliance with this provision and other terms of the MOU, all parties agree to cooperate on staff support service termination in a civil and appropriately timely manner. TJPDC shall provide all records, property, or other materials necessary for the effective transition no later than ninety (90) days following the conclusion of the fiscal year.

FUNDING:

Based on a per-capita rate established by the TJPDC Commission, the County of Albemarle and City of Charlottesville agree to fund TJPDC administration services outlined in this MOU at 50% each. Formal budget requests will be made each year through the City and County's annual agency budget request process.

ROLES AND RESPONSIBILITIES

The TJPDC shall serve as the lead administrative agency for CARTA, providing staffing, coordination, and technical support as identified below:

- I. Provide staff support as the lead for administration and programming for CARTA, with funding from the County of Albemarle and City of Charlottesville.
- II. Perform administrative support services, including but not limited to:
 - a. Meeting planning and preparation, technical logistics, dissemination of meeting materials, issuance of public notices, and recordkeeping for all regular and special meetings of CARTA and its Committees as established by Bylaws or other governing documents. Meeting materials will be provided by TJPDC staff and posted for the public on the TJPDC website in accordance with § 2.2-3707 of the *Code of Virginia*.
 - b. Webpage management and maintenance.
 - c. Annual reporting, as required or requested by the Bylaws, General Assembly of Virginia, Auditor of Public Accounts, Virginia Department of Transportation, or member jurisdictions.

- III. Serve as a liaison to the Commonwealth of Virginia, including the Virginia Department of Rail and Public Transportation (DRPT) and Virginia Department of Transportation (VDOT).
- IV. Support grant writing and grant administration activities on behalf of CARTA.
- V. Planning and technical support
 - a. Provide research, data collection, and analysis to support decision-making.
- VI. Contract with professional contractors and consultants on behalf of CARTA to fulfill the necessary duties and responsibilities for CARTA as identified by the Bylaws and other governing documents.

Albemarle County will:

- I. Provide local funds annually committed as cash match for the administration.
- II. Provide staff support to assist with project tasks, including but not limited to:
 - a. Participate in regular and special meetings of the CARTA.
 - b. Provide transit operational data, performance metrics, and financial information for County-supported transit services.
 - c. Collaborate with TJPDC staff in developing meeting materials, grant applications, and transit planning.
 - d. Support coordination of CARTA initiatives with County departments, staff, and elected officials.

City of Charlottesville will:

- I. Provide local funds annually committed as cash match for the administration.
- II. Provide staff support to assist with project tasks, including but not limited to:
 - a. Participate in regular and special meetings of the CARTA.
 - b. Provide transit operational data, performance metrics, and financial information for City-supported transit services.
 - c. Collaborate with TJPDC staff in developing meeting materials, grant applications, and transit planning.
 - d. Support coordination of CARTA initiatives with City departments, staff, and elected officials.

Accepted by:

County of Albemarle

Jeffrey Richardson, County Executive

Date

City of Charlottesville

Samuel Sanders, Jr., City Manager

Date

Thomas Jefferson Planning District Commission

Christine Jacobs, Executive Director

Date

October 2, 2025

RE: Letter of Support for TJPDC Corporation's Healthy Planet - Chesapeake Bay & Water Quality Grant Application

Dear Oak Hill Fund Grant Committee,

The Thomas Jefferson Planning District Commission (TJPDC) is writing to provide support for the grant application submitted by TJPDC Corporation for their Septic Assistance Program under the Healthy Planet - Chesapeake Bay & Water Quality Grant opportunity.

As the regional planning commission serving the City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson, TJPDC maintains a formal partnership with TJPDC Corporation through a Memorandum of Agreement. This partnership enables the Corporation to implement programs that address regional challenges, with the Corporation utilizing TJPDC staff and resources to carry out its work.

Regional Significance and Need

The Septic Assistance Program addresses a documented regional need. Water quality data indicates that 66% of our region's impaired waterways show E. Coli impairments, with septic systems representing a significant contributing factor. Regional statistics show that septic systems in the Chesapeake Bay area contribute approximately 7.8 million pounds of nitrogen annually, and over half of Virginia's 1.1 million onsite sewage systems are approaching the end of their operational lifespan.

The program provides financial assistance to low-income homeowners for septic system maintenance, repairs, and replacements. This approach addresses both immediate public health concerns and longer-term environmental protection needs.

These statistics represent more than environmental concerns—they reflect a public health crisis disproportionately affecting our low-income residents, often on a fixed income, who lack the financial resources to maintain or replace failing systems.

Program Implementation

During its inaugural year, TJPDC implemented this program using Department of Environmental Quality funding. The program established working relationships with local housing foundations, the Virginia

Department of Health, and Soil and Water Conservation Districts to identify homeowners in need of assistance.

The Corporation will continue this work using the same experienced TJPDC staff who developed the initial program, ensuring continuity in service delivery and community partnerships.

Regional Planning Alignment

This program relates to several TJPDC priority program areas as outlined in our Strategic Plan FY 2024-2028:

- **Environmental Planning:** Supports watershed improvement and solid waste management planning efforts
- **Housing:** Addresses infrastructure needs that affect housing habitability and property maintenance
- **Regional/Local Planning:** Contributes to comprehensive planning for infrastructure needs in rural and suburban areas

Organizational Support

TJPDC will continue to provide staff resources and technical assistance to support program implementation through our existing Memorandum of Agreement with the Corporation. This includes coordination with regional environmental initiatives and data sharing to support program effectiveness.

The program's focus on assisting underserved communities while addressing environmental challenges aligns with regional planning objectives for sustainable development and public health protection.

We support the Corporation's application for continued funding of this program and believe it represents a practical approach to addressing both environmental and community needs in our region.

Sincerely,

Keith Smith, Chair

Christine EB Jacobs, Executive Director

TO: TJPDC Commission
FROM: TJPDC Staff
RE: Building Improvements
DATE: October 2, 2025

Purpose: To provide background information on the TJPDC building and lease. To provide a summary of the decisions before the commission related to potential building improvements.

Background:

- Leased Square Footage: 7,183
- Base rent per square foot: \$15.12
- In fall of 2024, Commission instructed staff to seek a new 5-year lease
- Commission supported staff's request to develop a scope of work for building improvements
- Commission appointed a Building Committee to develop and review the scope of work and associated costs and make a recommendation to the full commission
- TJPDC's 5-year lease ended September 30, 2025; TJPDC is currently leasing on a month-to-month basis until decisions on building improvements are finalized and a new 5-year lease can be negotiated

Summary:

- Building owner secured a cost estimate for the full scope of work: \$221,693.00
- If amortized across a 5-year lease with a 3% annual escalator, total cost of improvements: \$235,299.65
- Projected Lease Summary

	Base Rent \$/sq. ft.	Improvements \$/sq. ft.	Total Lease \$/sq. ft.
Lease Year 1	\$15.12	\$6.17	\$21.29
Lease Year 2	\$15.57	\$6.36	\$21.93
Lease Year 3	\$16.04	\$6.55	\$22.58
Lease Year 4	\$16.52	\$6.75	\$23.26
Lease Year 5	\$17.01	\$6.95	\$23.96

- Building committee reviewed and approved the detailed scope of work and voted to recommend that the commission approve the associated costs for building improvements.

Recommendation: The commission moves to approve the committee-approved scope of work and associated costs for building improvements and authorize the Executive Director to negotiate a 5-year lease to include the cost of leasehold improvements.





September 15, 2025

Jenny Stoner
Senior Vice President
Thalhimer
600 E Water St
Charlottesville, VA 22902-5241

RE: Thomas Jefferson Planning District Office Renovation

Dear Jenny:

Thank you for the opportunity to present you with this pricing proposal for the above-referenced project.

Our proposal includes work as described in the plan view schematic provided and our site visit. Based on this information and the clarifications included below our proposed cost for the work is **Two Hundred and Twenty-One Thousand Six Hundred and Ninety-Three dollars (\$221,693.00).**

Clarifications:

- The project's construction duration will be approximately 6 weeks once materials are in hand.
- Building and trades permit costs are included.
- Scope of Work:
 - Flooring:
 - Selection Samples: Vendor to provide flooring samples for client review and selection prior to installation.
 - Luxury Vinyl Plank (LVP): Supply and install Dal-Tile glue-down LVP with a 20-mil wear layer.
 - Material Allowance: \$2.25 per square foot (material only).
 - Carpet Tile: Provide and install Tarkett carpet tile, glue-down type.
 - Material Allowance: \$20.00 per square yard (material only).
 - Accessories and finishes: Supply and install the following components to ensure a complete and coordinated flooring system:
 - Johnsonite wall base primed white ¼" (color and profile to be selected by client)
 - Walk off carpet tile at entrance.
 - Stair nosing and edge protection as required by code and design intent.
 - Flooring transitions between material types and at thresholds.
 - Any additional accessories necessary to deliver a fully finished and code-compliant flooring installation.
 - Paint:
 - Sand walls and wood trim and repair minor defects with putty.
 - Spot prime patched areas.
 - Caulk trim as necessary to provide smooth transition between substrates.



- Remove fabric material from one side of hallway near stairwell, skim and sand walls to provide smooth, paintable surface.
 - Install two (2) coats of Sherwin Williams Pro-Mar 200 on walls,
 - Install one (1) coat of Sherwin Williams Pro-Mar 200 semi-gloss on wood trim to match existing white.
 - Minor touch-up only on metal store partitions.
 - The large conference room and two adjacent offices will be included.
 - Refinish of wood handrails.
- Window treatments:
 - Provide and install (10) Hunter Douglas RB Basics Single Manual Roller Shades with small fascia, in solar fabric series E-Screen (1%), in one standard *color to be picked by client from provided samples*.

Allowances (Included in Price):

- Kitchen Renovation - Includes demolition of the existing bulkhead and installation of a new drywall ceiling. Scope covers up to 13 linear feet (LF) of custom plastic laminate (P-Lam) kitchen cabinets with stone countertops, custom undermount sink, garbage disposal, kitchen faucet, and associated electrical and plumbing work. *Design and color selections to be made by the client from provided samples*
.....\$24,497
- Appliances – Allowance for kitchen appliances..... \$ 4,000
- Quarter Round Base Trim - Provide and install up to 500 LF of quarter round as base \$ 1,500
- Frosted Film Installation - Provide and install up to 480 SF of frosted film by 3M in interior glass partitions \$ 5760

Exclusions:

- Any price increases resulting from imposed tariffs or material surcharges.
- Furniture, Fixtures and Equipment (FF&E)
- Sound attenuation system in the large conference room.
- Any work not explicitly described in the scope of work above.

We are prepared to engage in the execution of your project immediately.

Please contact me with any questions you may have.

Sincerely,

Ryan Roman
Ryan Roman
Vice President

Attachments:
Pricing Summary



PROJECT NAME: Thomas Jefferson
Planning District
Office Renovation

ESTIMATE STAGE: Final
DATE: 8/28/25

CONST. START:
CONST. SUB. COMPL.:

GSF: 8,094

DIVISION	DESCRIPTION	COST	COST/GSF
DIVISION 0	PRECONSTRUCTION SERVICES	\$ -	\$ -
DIVISION 0	DESIGN	\$ -	\$ -
DIVISION 1	GENERAL REQUIREMENTS	\$ 21,038	\$ 2.60
DIVISION 2	SITE WORK AND EXISTING CONDITIONS	\$ 1,600	\$ 0.20
DIVISION 3	CONCRETE	\$ -	\$ -
DIVISION 4	MASONRY	\$ -	\$ -
DIVISION 5	METALS	\$ -	\$ -
DIVISION 6	WOODS AND PLASTICS	\$ 15,830	\$ 1.96
DIVISION 7	THERMAL AND MOISTURE PROTECTION	\$ 450	\$ 0.06
DIVISION 8	DOORS AND WINDOWS	\$ 5,760	\$ 0.71
DIVISION 9	FINISHES	\$ 102,792	\$ 12.70
DIVISION 10	SPECIALTIES	\$ -	\$ -
DIVISION 11	EQUIPMENT	\$ 4,000	\$ 0.49
DIVISION 12	FURNISHINGS	\$ 5,106	\$ 0.63
DIVISION 13	SPECIAL CONSTRUCTION	\$ -	\$ -
DIVISION 14	CONVEYING SYSTEMS	\$ -	\$ -
DIVISION 21	FIRE PROTECTION	\$ -	\$ -
DIVISION 22	PLUMBING	\$ 2,100	\$ 0.26
DIVISION 23	HVAC	\$ -	\$ -
DIVISION 26	ELECTRICAL	\$ 2,800	\$ 0.35
DIVISION 27	AUDIO VISUAL SYSTEMS	\$ -	\$ -
DIVISION 28	ELECTRONIC SAFETY AND SECURITY	\$ -	\$ -
DIVISION 40	CONTINGENCY	\$ -	\$ -
DIVISION 50	GENERAL CONDITIONS	\$ 28,622	\$ 3.54
DIVISION 75	TAXES, INSURANCES, AND BONDS	\$ 2,679	\$ 0.33
SUBTOTAL		\$ 192,777	\$ 23.82
OHP	OVERHEAD AND PROFIT	\$ 28,916	
TOTAL ESTIMATE VALUE		\$ 221,693	\$ 27.39

TO: TJPDC Commission
FROM: TJPDC Staff
RE: FY27 Projected Budget
DATE: October 2, 2025

Purpose: To detail changes that have been made to the FY27 Projected Budget since it was reviewed in the September 4, 2025, Commission meeting.

Background: The budget process for each fiscal year generally consists of three steps:

1. Approval of the Projected budget in September/October, setting the per capita rate, population basis, and amounts requested for specific programs to serve as the basis for budget submissions to localities,
2. Approval of the Operating Budget adopted in May as prescribed in the TJPDC Bylaws, and
3. Approval of an Amended Operating Budget approved in March, to serve as the final budget for financial reports and auditing purposes.

Budget Changes: The Draft FY27 Operating Budget was presented to the Commission on September 4, 2025. There is one minor change between the original draft and the budget before the Commission for consideration tonight. That change includes a revised estimate for the cost of building renovations after receiving a formal cost estimate from the building owner. The resulting FY27 budget change includes:

Revenue:

1. An increase in reserve transfer in the amount of \$9,189 for approved building renovations.

Expenses:

1. An increase in the rent line item of \$9,189 for approved building renovations.

The FY27 Projected Operating Budget is balanced and includes revenues of \$24,340,411 and expenses of \$24,340,411 with an anticipated reserve transfer of \$69,375.

Recommendation: Staff recommends a motion to approve the FY27 Projected Operating Budget, as presented. A draft resolution is included in the meeting materials.

TJPD - FY27 Projected Budget

10.02.2025

	<i>\$0.64 per capita</i>	<i>\$0.66 per capita</i>	<i>\$0.68 per capita</i>	<i>\$0.70 per capita</i>
Revenue	<u>FY24 Actual</u>	<u>FY25 Actual</u>	<u>FY26 Budgeted</u>	<u>FY27 Projected</u>
Federal	\$26,941,918	\$37,699,987	\$36,411,510	\$12,379,566
State	\$838,859	\$1,413,113	\$6,140,634	\$7,503,731
Local	\$8,579,291	\$6,098,534	\$6,993,000	\$4,106,747
Local per capita	\$171,054	\$161,704	\$184,967	\$202,992
Interest Income	\$61,276	\$69,118	\$50,000	\$50,000
Rent Income	\$26,098	\$28,270	\$28,000	\$28,000
Reserves Transfer/CIP	\$11,197	\$31	\$26,000	\$69,375
Total Revenue	\$36,629,693	\$45,470,758	\$49,834,111	\$24,340,411
Operating Expenses				
Personnel Costs				
Salaries	\$998,838	\$1,148,114	\$1,488,530	\$1,491,517
Fringe and Release	\$225,045	\$283,443	\$331,663	\$350,984
Total Personnel	\$1,223,883	\$1,431,557	\$1,820,194	\$1,842,501
Direct Costs				
Overhead Allocation	\$0	\$0	\$0	\$0
Nonreimbursable Overhead	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$111,552	\$74,478
Postage	\$326	\$929	\$1,096	\$1,046
Subscriptions	\$317	\$847	\$4,170	\$4,170
Supplies/COGS	\$15,132	\$17,399	\$16,440	\$15,600
Audit-Legal	\$28,753	\$28,335	\$38,800	\$29,400
Advertising	\$20,883	\$27,212	\$35,936	\$33,337
Meeting Expenses	\$4,383	\$6,321	\$8,052	\$7,680
TJPD Contractual	\$77,341	\$54,448	\$49,222	\$50,255
Dues	\$10,924	\$11,396	\$12,837	\$12,675
Insurance	\$7,406	\$8,026	\$8,020	\$8,020
Printing/Copy	\$2,539	\$3,038	\$4,971	\$4,789
Rent	\$104,296	\$107,343	\$138,555	\$157,906
Equip/Data Use	\$26,592	\$51,296	\$50,651	\$49,251
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$16,079	\$16,836	\$16,441	\$16,441
Travel-Vehicle	\$32,766	\$40,424	\$51,561	\$49,406
Janitorial	\$2,545	\$1,751	\$5,000	\$8,450
Professional Development	\$16,628	\$33,274	\$25,448	\$17,064
<i>Total Other Costs</i>	<i>\$366,910</i>	<i>\$408,874</i>	<i>\$578,752</i>	<i>\$539,967</i>
TOTAL OPERATING EXPENSES	\$1,590,793	\$1,840,431	\$2,398,946	\$2,382,468
Net Ordinary Income - Pass Through \$	\$34,578,718	\$43,459,711	\$47,435,165	\$21,957,942
Other				
HOME Pass Through	\$775,261	\$350,494	\$1,345,632	\$1,226,162
HPG Pass Through	\$168,632	\$190,063	\$120,342	\$0
Cigarette Tax Pass Through	\$2,683,169	\$3,167,406	\$3,259,537	\$3,259,537
VATI Broadband Pass Through	\$29,941,546	\$38,036,495	\$42,432,402	\$17,379,291
Other Grants Pass Through	\$1,010,110	\$1,715,253	\$277,252	\$92,953
<i>Total Other Expenses</i>	<i>\$34,578,718</i>	<i>\$43,459,711</i>	<i>\$47,435,165</i>	<i>\$21,957,943</i>
Net Other Income	-\$26,615,515	-\$43,459,711	-\$47,435,165	-\$21,957,943
Net Income	\$460,182	\$170,615	\$0	\$0

FY27 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		\$114,971				
110	WSC & Offices						\$28,000
110	Interest Income					\$50,000	
301	Charlottesville				\$39,241		
302	Albemarle				\$89,330		
304	Fluvanna				\$19,867		
305	Greene				\$15,202		
306	Louisa				\$29,000		
307	Nelson				\$10,352		
	Unknown Source/Reserve Transfer/CIP			\$69,375			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	\$12,800					
171	Rural Transportation Planning	\$45,200					
	Transit and Mobility Planning						
180-26	PATH/Mobility Management FFY26 Capital	\$70,821	\$14,164				
180-26.1	PATH/Mobility Management FFY26 Operating	\$0	\$0				
180-27	PATH/Mobility Management FFY27 Capital	\$187,320	\$37,464				
181	CARTA - Regional Transit Authority			\$68,014			
185	MERIT TA - Feasibility and Prioritization		\$5,000	\$5,000			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	\$317,869	\$39,734				
191/196/199	FTA Funding	\$109,481	\$13,685				
	Rideshare						
193	Rideshare/TDM - DPRT		\$146,798	\$36,699			
	Other Transportation						
HOUSING AND NONPROFIT							
726	HOME-ARP	\$44,321					
727-22	HOME Consortium Admin-22	\$0					
727-23	HOME Consortium Admin-23	\$0					
727-24	HOME Consortium Admin-24	\$25,971					
727-25	HOME Consortium Admin-25	\$25,763					
729	Regional Housing Partnership			\$54,066			
730.1	Regional Housing Study - CIG		\$18,287	\$0			
730.3	Regional Housing Study - Local			\$26,259			
733	VA Housing - PDC		\$7,000				
ENVIRONMENT							
303	Solid Waste			\$12,168			
330	Hazard Mitigation	\$49,588	\$12,486	\$0			
903	Water Supply - RPU 1		\$0				
907	WIP DEQ	\$29,000					
908	RRBC			\$12,168			
OTHER PROGRAMS							
112	TJPDC - Corporation			\$1,500			
277	Legislative Liaison			\$121,649			
278	VAPDC			\$56,100			
760	Reional Cigarette Tax			\$130,466			
761	VATI 2022 - DHCD/Local Contributions Admin	\$83,577		\$0			
762	VATI 2024 - DHCD/Local Contributions Admin	\$0	\$96,890	\$0			
PASS THRU REVENUE							
170/171	Rural Transportation Planning	\$0	\$0	\$0			
180-FFY26	PATH/Mobility Management - FFY26	\$0	\$0	\$0			
180-26.1	PATH/Mobility Management - FFY26 Operating	\$841	\$673				
180-FFY27	PATH/Mobility Management - FFY27	\$0	\$0	\$0			
181	CARTA - Regional Transit Authority	\$0	\$0	\$0			
185	MERIT TA - Feasibility and Prioritization		\$20,000	\$20,000			
190/195/198	MPO - PL	\$0	\$0	\$0			
191/196/199	MPO - FTA	\$0	\$0	\$0			
193	Rideshare/TDM - DRPT	\$0	\$0	\$0			
194	CAP/Rideshare Strategic Plan						
303	Solid Waste						
330	Hazard Mitigation			\$3,121			
726	HOME-ARP Pass Through	\$410,664					
727-22	Consortium HOME Pass Through-22	\$74,038					
727-23	Consortium HOME Pass Through-23	\$306,984					
727-24	Consortium HOME Pass Through-24	\$202,610					
727-25	Consortium HOME Pass Through-25	\$231,866					
729	Regional Housing Partnership						
730.1	Regional Housing Study - CIG		\$48,141	\$0			
730.3	Regional Housing Study - Local			\$0			
733	VA Housing - PDC Pass Through						
760	Regional Cigarette Tax Pass Through			\$3,259,537			
761	VATI 2022- DHCD/Local Contributions Pass Through	\$9,910,853					
762	VATI 2024 - DHCD/Local Contributions Pass Through	\$240,000	\$6,928,438	\$300,000			
Total Revenues by Category		\$12,379,566	\$7,503,731	\$4,176,121	\$202,992	\$50,000	\$28,000
Sum Total of Revenues							
\$24,340,411							

FY27

FY27 Rate Increase

FY27		Per Capita							Direct Local Contributions							Per Capita		Per Capita							Per Commission Policy:			
FY27 Rate Increase		.02 cents		7%	7%	7%	5%	7%		.02 cents		Required Local Match					Local Administration		75%	25%								
1/27/2025		0.7000	0.1592	0.0554	0.0554	0.4410	0.3422	0.2105		0.7000																		
Program Code		296	193	303	908	277	181	729	Various	296	120	170/171	180	190/195/198 191/196/199	330	907	727	903	296	300	301-307							
		Charlottesville-Albmarle																			Southeast Crescent Regional Commission (SCRC)		Regional Water Supply Planning (RPU1)		Total \$ Increase from FY26 Contribution		Total % Increase from FY26 Contribution	
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Authority	Regional Housing Partnership	Total Contribution	Per Capita	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	Balance	Regional	Local								
Charlottesville	51,743	18.76%	\$ 36,220.10	\$ 8,237.49	\$ 2,866.56	\$ 2,866.56	\$ 22,818.66	\$ 29,007.10	\$ 10,891.90	\$ 112,908.37	\$ 36,220.10	\$ -	\$ -	\$ (2,452.62)	\$ (16,303.87)	\$ -	\$ (1,359.94)	\$ (3,751.56)	\$ 10,370.07	\$ 7,777.56	\$ 2,592.52	\$ 6,952.88	6.16%					
Albemarle	117,790	42.70%	\$ 82,453.00	\$ 18,752.17	\$ 6,525.57	\$ 6,525.57	\$ 51,945.39	\$ 29,007.10	\$ 24,794.80	\$ 220,003.58	\$ 82,453.00	\$ -	\$ (7,621.23)	\$ (5,583.25)	\$ (37,114.84)	\$ -	\$ (3,095.83)	\$ (8,540.21)	\$ (4,511.99)	\$ 15,985.66	\$ 11,989.24	\$ 3,996.41	\$ 13,335.74	6.06%				
Fluvanna	28,382	10.29%	\$ 19,867.40	\$ 4,518.41	\$ 1,572.36	\$ 1,572.36	\$ 12,516.46	\$ -	\$ 5,974.41	\$ 46,021.41	\$ 19,867.40	\$ -	\$ (1,836.37)	\$ (1,345.31)	\$ -	\$ -	\$ (745.95)	\$ (2,057.80)	\$ (1,087.18)	\$ 12,794.79	\$ 9,596.09	\$ 3,198.70	\$ 2,316.81	5.03%				
Greene	21,717	7.87%	\$ 15,201.90	\$ 3,457.35	\$ 1,203.12	\$ 1,203.12	\$ 9,577.20	\$ -	\$ 4,571.43	\$ 35,214.12	\$ 15,201.90	\$ -	\$ (1,405.13)	\$ (1,029.39)	\$ -	\$ -	\$ (570.78)	\$ (1,574.56)	\$ (831.88)	\$ 9,790.16	\$ 7,342.62	\$ 2,447.54	\$ 2,111.14	6.00%				
Louisa	41,428	15.02%	\$ 28,999.60	\$ 6,595.34	\$ -	\$ -	\$ 18,269.75	\$ -	\$ 8,720.59	\$ 62,585.28	\$ 28,999.60	\$ -	\$ (2,680.47)	\$ (1,963.69)	\$ -	\$ -	\$ (1,088.84)	\$ (3,003.68)	\$ (1,586.91)	\$ 18,676.01	\$ 14,007.01	\$ 4,669.00	\$ 4,140.88	6.62%				
Nelson	14,788	5.36%	\$ 10,351.60	\$ 2,354.25	\$ -	\$ -	\$ 6,521.51	\$ -	\$ 3,112.87	\$ 22,340.23	\$ 10,351.60	\$ -	\$ (956.81)	\$ (700.95)	\$ -	\$ -	\$ (388.67)	\$ (1,072.18)	\$ -	\$ 7,232.99	\$ 5,424.74	\$ 1,808.25	\$ 1,073.66	4.81%				
TOTALS	275,848	100.00%	\$ 193,093.60	\$ 43,915.00	\$ 12,167.61	\$ 12,167.61	\$ 121,648.97	\$ 58,014.19	\$ 58,066.00	\$ 499,072.99	\$ 193,093.60	\$ -	\$ (14,500.00)	\$ (13,075.21)	\$ (53,418.71)	\$ -	\$ (7,250.00)	\$ (20,000.00)	\$ (10,000.00)	\$ 74,849.68	\$ 56,137.26	\$ 18,712.42	\$ 29,931.12					



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

**RESOLUTION APPROVING THE FISCAL YEAR 2027
THOMAS JEFFERSON PLANNING DISTRICT COMMISSION PROJECTED BUDGET**

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) is the Planning District Commission serving the City of Charlottesville, Albemarle, Fluvanna, Greene, Louisa and Nelson Counties, known together as Planning District 10; and

WHEREAS, the Commission and its associate organizations, the Charlottesville-Albemarle Metropolitan Planning Organization, the TJPDC Commission, and the Blue Ridge Cigarette Tax Board, carry out a program of work on behalf of its members and in cooperation with its federal, state and local partners; and

WHEREAS, the Commission prepares an annual projected budget containing a revenue summary and expenditure plan to fund and carry out its work program; and

WHEREAS, the projected budget establishes local government revenue sources recommended to meet expenditure obligations for a balanced budget for the upcoming fiscal year; and

WHEREAS, upon approved local government funding from member jurisdictions, the Commission will adopt an annual operating budget by May of every fiscal year; and

WHEREAS, the Executive Director recommends to the Commission for the Fiscal Year 2027 a Projected Budget of \$24,340,411 in Revenues and \$24,340,411 in Expenses; and

WHEREAS, the FY 2027 projected budget recommends annual local funding for per capita contributions at seventy cents (\$0.7000) per person and local per capita funding of \$0.1592 for Rideshare, \$0.0554 for Solid Waste, \$0.0554 for the Rivanna River Basin Commission, \$0.4410 for Legislative Services, \$0.3422 for the Charlottesville-Area Regional Transit Authority, and \$0.2105 for the Regional Housing Partnership, dependent upon jurisdictional participation, based upon the most recent Weldon Cooper Center population estimates published January 27, 2025; and

WHEREAS, the FY 2027 budget anticipates local per capita contributions to first provide grant matching funds to urban and rural transportation grants, Mobility Management, the Watershed Improvement Program, and then to Regional Water Supply Planning administration, and federal housing grant administration, and finally to regional and local services in a ratio of 75% regional and 25% direct local services, per commission policy; and

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the Fiscal Year 2027 Projected Budget and Member Assessments, which is attached hereto, and which shall be included in the minutes of the Commission meeting of October 2, 2025.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of October 2, 2025, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Keith Smith, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

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.