

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: November 6, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since October 2, 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. ***FY25 Annual Financial Audit Report** – *Laura Greene and David Foley, Robinson, Farmer, Cox Associates*

For FY25, TJPDC had total revenues of \$45,450,669 and total expenditures of \$45,283,319 resulting in a general fund balance increase of \$167,350. Included in revenues and expenditures are \$350,494 in HOME and HOME-ARP pass-through, \$190,063 in Housing Preservation Grant (HPG) pass-through, \$3,167,406 in Blue Ridge Cigarette Tax Board revenues and expenses, and \$38,036,495 in Virginia Telecommunication Initiative (VATI) Broadband Revenues and Expenses. The FY25 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 50%, compared to 41% in FY24.

***Recommended Action:** The Finance/Executive Committee of the Commission recommends a motion to accept the FY25 Financial Audit, as presented.

- b. **FY26 Quarter One (July – September) Financial Report** – *Laura Greene*
Each quarter, the agency financials are pulled from the consent agenda to provide an update to the commission that allows for question and answer. A copy of staff's Quarter One Financial Memo 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 October 2, 2025, Commission Meeting**
- b. ***September Financial Reports**
 - i. September Dashboard Report
 - ii. September Consolidated Profit & Loss Statement
 - iii. September Balance Sheet
 - iv. September Accrued Revenue Report
- c. **Annual Department of Housing and Community Development Funding Agreement – FY26**

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

5. ***New Business**

- a. ***Financial Management Policy Revision– Ruth Emerick**

During the leadership team’s regular review of the financial management policy, staff determined that the policy was silent on the roles associated with our payroll processing. As such, a draft amendment is proposed to document the payroll process. Additionally, clarifying language is included to further distinguish the controls for electronic payments versus paper check signatory process.

***Recommended Action:** Staff recommend a motion to approve the amendments to the TJPDC Financial Management Policy, effective immediately.
- b. ***Regional Water Supply Planning Update and Grant Application – Ruth Emerick**

Staff continue to support the development of the required Regional Water Supply plan. The first tranche of state support for the planning has been fully expended, and staff have prepared an application for an additional \$9,240.00 for continued coordination and facilitation of the process. Staff will provide a brief update and seek action to accept the funds when awarded.

***Recommended Action:** Staff recommend a motion to approve the submission of the Virginia Department of Environmental Quality grant application for Regional Water Supply planning funding and if awarded, accept the funds and authorize the Executive Director to take all actions necessary to manage the agreement.
- c. ***2025 Community Development Block Grant Regional Priorities – David Blount**

The Department of Housing and Community Development (DHCD), which administers the federal Community Development Block Grant (CDBG), annually asks planning district commissions in the Commonwealth to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC staff asked local government staff for notice of anticipated CDBG applications for 2025 or early 2026. A copy of the blank report due to DCHD November 7, 2025, is included in the packet. Should projects be submitted to TJPDC staff prior to the commission meeting, a completed form will be shared during the meeting. If no projects are reported, this item will not be an action item.

***Recommended Action:** Staff recommends a motion to approve the 2025 CDBG Regional Priorities, as presented.

6. *Old Business

a. *Regional Transit Partnership Dissolution Letter, Memorandum of Understanding Amendment, and Memorandum of Understanding for the Charlottesville-Albemarle Regional Transit Authority – David Blount

In the October TJPDC meeting, staff briefed the commission on the intention to dissolve the existing Regional Transit Partnership to make way for the Charlottesville-Albemarle Regional Transit Authority to serve as the primary regional planning body for transit. Staff will present an official dissolution letter that, once signed, will be sent to the governing boards of the voting members of the Regional Transit Partnership. The letter will request that all existing members agree to dissolve the RTP through an amendment to the original Memorandum of Understanding.

Further, staff will present a draft Memorandum of Understanding detailing the roles of the Thomas Jefferson Planning District Commission and the two initial voting members of the CARTA board, Charlottesville and Albemarle. The CARTA MOU will be forwarded to the governing boards of the voting members for approval.

Included in the meeting materials are an RTP dissolution letter, a copy of the original RTP Memorandum of Understanding, an RTP MOU Amendment, and a CARTA MOU.

***Recommended Action:** Staff recommend a motion to 1) Authorize the Chair and the Executive Director to sign a letter formally requesting the dissolution of the Regional Transit Partnership, 2) Authorize the Chair of the TJPDC to sign the Regional Transit Partnership MOU Amendment, and 3) Authorize the Executive Director to sign the Charlottesville-Albemarle Regional Transit Authority MOU, as presented.

b. *Resolution Commending the Jefferson Area Regional Transit Partnership and its Chair, Diantha McKeel – David Blount

Staff will present a draft resolution commending the work of the Regional Transit Partnership in providing a strong forum for communication and coordination between transit providers. The RTP has been instrumental in laying the foundation for a stronger, more coordinated regional transit system. Further, the resolution commends the RTP chair, Diantha McKeel for her diligence, vision, and steadfast leadership while serving as the first and only chair of the Regional Transit Partnership.

***Recommended Action:** Staff recommend a motion to approve the resolution and authorize Chair Smith and the Executive Director to sign the Resolution and present it to the Regional Transit Partnership and RTP Chair in their November meeting.

7. Executive Director's Monthly Report

a. TJPDC Tenant Improvements – Christine Jacobs

The building renovations will begin January 5, 2026, and last for six weeks. As such, TJPDC staff will work remotely for the 6-week construction period. Staff will arrange for public meetings to be held electronically or to be in an off-site temporary location for the duration of the project. Staff will work with the owner and their contractor to begin to select finishes and to develop a transition plan.

b. HOUSING

Regional Housing Partnership

The RHP held its Executive Committee meeting October 22, 2025. The next meeting of the full partnership is December 17, 2025.

Regional Housing Study

Staff and the consulting team are continuing to hold focus groups in each jurisdiction and collect local data.

Housing Preservation Grant (USDA)

The TJPDC was awarded an FY25 Housing Preservation Grant in the amount of \$73,281.00. While the award amount is significantly less than the amount applied for, staff are pleased to continue administering the program. The FY25 award amount will be added to the FY26 TJPDC working agency budget (as it was not included in the originally approved budget due to the uncertainty of the future of the program).

C. TRANSPORTATION

PATH/Mobility Management

- Staff are currently interviewing candidates for the PATH Transportation Assistant Position.
- PATH staff are engaging with the Virginia Department of Rail and Public Transportation on the update to the Coordinated Human Services Mobility Plan. The plan will assess current services and transportation needs of seniors and people with disabilities.
- Staff are providing administrative support to Cville Village, as volunteer driver program. We have received the first reimbursement request for PATH funds to reimburse Cville Village for 5310-Mobility Management eligible expenses.

Rural Transportation

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

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The CARTA board will hold a joint meeting with the Regional Transit Partnership on Tuesday, November 18, 2025. This will be the final meeting of the Regional Transit Partnership.

Charlottesville-Albemarle Metropolitan Planning Organization

- The Technical Advisory Committee and the Policy Board held their October meetings. The next meetings will be:
 - Technical Committee: Tuesday, December 2, 2025
 - Policy Board: Thursday, December 4, 2025

d. ENVIRONMENT

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://tjpcdc.org/our-work/intergovernmental-reviews>

e. **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 October are as follows:

- 1,600 miles of field data collection.
- 4,861 miles of fiber design.
- 2,263 miles of make ready construction.
- Nine communications huts set.
- 1,906 miles of aerial fiber placement.
- 914 miles of underground fiber placement.
- 2,387 miles of splicing.
- 27,224 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 October VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 28,800 linear feet of fiber completed.
- 144 passings.

Site Visit: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On October 28th, TJPDC conducted a site visit to the Preddy Creek Hut, recently

set in Greene County, which will provide broadband service to the Ruckersville area. The hut, funded by VATI 22, has dedicated space to serve both the VATI 22 and VATI 24 projects.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – December 4, 2025, 7:00 pm – IN-PERSON
The February meeting will be all-virtual due to building renovations)

Items for next meeting:

- i. 2026 General Assembly Preview
- ii. 2026 Calendar of TJPDC Meetings
- iii. Watershed Improvement Program (WIP) Update
- iv. TJPDC Corporation 101
- v. UVA Community Credit Union – Housing Study - *tentative*

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