

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: December 4, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since November 6, 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. **Legislative Update** – *David Blount*

Staff will give a preview of the 2026 General Assembly session convening January 14th. The presentation will include a discussion of the state budget expected to be released on December 17th as well as the upcoming budget process. A copy of staff's presentation is included in the meeting materials.

- b. **Safe Streets and Roads for All Implementation Funding Opportunity** – *Gorjan Gjorgjievski*

As the commission is aware, all local jurisdictions adopted the Move Safely Blue Ridge Safety Action Plan. Staff will summarize the commitment to roadway safety that was made by all jurisdictions and provide a preview of the SS4A Implementation Grant funding available to all regions with an approved safety action plan. Staff will confirm that the TJPDC stands ready to support any locality with a local application (or bundled regional application) for implementation funding. Staff will share successful grant case studies of formerly awarded regional implementation projects in the state and nation. Finally, a timeline will be shared to detail the last round of implementation funding available. A copy of 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 November 6, 2025, Commission Meeting**
- b. ***October Financial Reports**
 - i. October Dashboard Report

- ii. October Consolidated Profit & Loss Statement
- iii. October Balance Sheet
- iv. October Accrued Revenue Report

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

5. New Business

a. **TJPD Corporation 101 – Ruth Emerick**

Staff will provide an overview of the mission and activities of the TJPD Corporation, the 501(c)3 nonprofit arm of the Thomas Jefferson Planning District Commission. The presentation will include a look at the structure/membership of the corporation as well as an overview of the recent activities. A copy of staff's presentation is included in the meeting materials.

b. **2026 Calendar of Meetings – Christine Jacobs**

Staff will present a draft of the 2026 calendar of meetings. The handout provided includes a list of the tentative topics for each meeting.

***Recommended Action:** Staff recommend a motion to approve the 2026 Calendar of Meetings.

6. Old Business

None

7. Executive Director's Monthly Report

a. **TJPDC Tenant Improvements – Christine Jacobs**

The building renovations will begin on January 5, 2026, and last for a minimum of 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 are working with the owner and their contractor to select finishes and to develop a transition plan.

b. **TRANSPORTATION** **General**

- TJPDC staff are available to offer technical assistance to member jurisdictions ahead of Virginia's SMART SCALE Round 7 process, which kicks off for pre-applications March 2026. OIPI has released 2025 VTrans Mid-Term Needs for viewing and downloading at <https://vtrans.virginia.gov/interactvtrans/map-explorer>. For Round 7 eligibility, projects that meet 2025 or 2023 VTrans Needs will be accepted.
- Following the adoption of Move Safely Blue Ridge, the region's Comprehensive Safety Action Plan, TJPDC staff are working with member jurisdiction staff to assess interest in participating in a bundled, regional implementation application through the Safe Streets and Roads for All (SS4A) grant program. Systemic and spot-specific improvements included in the Move Safely Blue Ridge plan are eligible for funding, and applicants must supply a 20% non-federal match. The Notice of Funding Opportunity (NOFO) is expected to be released in March 2026.
- Albemarle County will host a Three Notched Trail Public Meeting at 6pm on Thursday, December 4th at Western Albemarle High School. At the meeting, Albemarle County will share draft route options. For those unable to join, maps will be available for review and

comment at <https://engage.albemarle.org/three-notched-trail-master-plan> beginning on December 4th.

- TJPDC staff are preparing for the FY27 DRPT grant application cycle for pillar programs including RideShare, PATH, and CA-MPO. Grant applications open on December 1, 2025.

PATH/Mobility Management

- Staff are currently interviewing candidates for the PATH Transportation Assistant Position.
- PATH was awarded a \$5,000 grant from the Bama Works fund, administered by the Charlottesville Area Community Foundation. Funds will be used to support general program administration.

Rural Transportation

- The Rural Transportation Advisory Committee (RTAC) held a meeting on November 18, 2025. The Virginia Department of Rail and Public Transportation (DRPT) shared a presentation about Virginia's Rural Transit Funding Strategy, which identifies potential solutions to anticipated rural transit funding shortfalls. Meeting materials and the recording can be accessed on the [RTAC webpage](#).
- As part of the Rural Transportation Planning Needs Assessment, staff have completed a review of previous planning studies in member jurisdictions and launched a survey for rural planning staff. The survey asks about local planning priorities, anticipated needs for technical assistance, and planned transportation projects and will close on Friday, December 5th. The purpose of the needs assessment is to identify local jurisdiction planning priorities to incorporate into future work programs of the RTAC.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- In partnership with the Charlottesville-Albemarle Regional Transit Authority (CARTA), the Regional Transit Partnership (RTP) held its final meeting on November 18, 2025. Dissolution materials, including an RTP memorandum of understanding (MOU) amendment and letter requesting dissolution, will go before governing boards for RTP MOU signatories in December.
- On behalf of CARTA, the TJPDC issued Notice-to-Proceed to RK&K and kicked off a Transit Service Prioritization and Implementation Feasibility Study. The study will develop an implementation plan that prioritizes transit services outlined in the Regional Transit Vision Plan.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are completing a transportation demand management (TDM) study as part of the FY26 Unified Planning Work Program (UPWP). Staff are currently reviewing previously completing plans and completing data collection.
- Staff are coordinating with DRPT and VDOT to complete a full update of the CA-MPO Transportation Improvement Program (TIP) for FY27-FY30. The TIP is a financial document used to schedule the spending of federal transportation funds within the urbanized area.

C. ENVIRONMENT

Septic Assistance Program

- 20% of the project implementation funding has been spent.

Rain Barrel Program

- The rain barrel workshop project has concluded for this year. We held eight (8) workshops this year and reached every jurisdiction in the region. We provided 113 rain barrels for residents to install on their properties and reported that information to the BMP warehouse.

Solid Waste Plan

- The second Technical Advisory Committee was held as a part of the plan update. Background data analysis was provided to TAC members. Public survey is open to inform the plan through December 15th <https://arcg.is/GuiWf>

Environmental Reviews

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

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

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

d. 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 November are as follows:

- 1,600 miles of field data collection.
- 4,861 miles of fiber design.
- 2,304 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.
- 28,069 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 November VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 29,200 linear feet of fiber completed.
- 146 passings.

8. Other Business

- a. Round Table Discussion by Jurisdiction (Time Permitting)
- b. Next Meeting – No January Meeting
February 5, 2026, 7:00 pm – ALL-VIRTUAL

Items for next meeting:

- i. New Commission Member Orientation, if needed
- ii. FY27 PATH/Mobility Management Grant Application – Presentation, Resolution
- iii. FY27 Rideshare Grant Application – Presentation, Resolution
- iv. Deliver FY26 Amended Operating Budget Draft – No Action
- v. December 2025 Financials
- vi. FY26 Quarter Two (Oct-Dec) Financial Report
- vii. Committee/Partnership Appointments, if needed

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