

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: February 5, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since December 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. Electronic Meeting Notice – *Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person.
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. *Administration – *Chair Smith*

- a. **Introduction:** Jen Fleisher, City of Charlottesville
In their January 5, 2026, meeting, the City of Charlottesville appointed Jen Fleisher to serve on the TJPD Commission. Her term will run from January 1, 2026, through December 31, 2027.
- b. **Recognition:** Phil d'Oronzio, City of Charlottesville
Phil has served as a TJPD Commissioner since January of 2024. Phil was elected to be the Treasurer of the Commission in their June 5, 2025, meeting and served dutifully in his role. He served on the Executive/Finance Committee, the Officer Nominating Committee, and the Building Committee.
- c. ***Election of Officer:** Treasurer
The TJPD Commission Bylaws state the following:
"Section 4: A vacancy in an office shall be filled for the unexpired term by the Commission at the next regular meeting following occurrence of the vacancy, except that no such action shall be taken unless placed on the agenda mailed to all members. A member elected to fill an unexpired term may be elected to a successive full term in that office."

4. Presentations

- a. **PATH/Mobility Management – *Igor Kalina***

New Staff Introduction: Staff will introduce the TJPDC's newest team member, Bennett Hipp. Bennett is joining the staff as a PATH transportation assistant.

FY27 PATH/Mobility Management Application and Resolution: The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's PATH Mobility Management Program. The grant application was due February 1, 2026, prior to the commission's regularly scheduled February meeting. Support letters and

resolutions of support are accepted after the official submission of the grant application. A copy of a draft resolution of support is included in the meeting materials. Staff will present on the application and proposed work plan in the February meeting. A copy of staff's presentation is also included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY27 PATH Mobility Management grant application.

b. **Rideshare – Sara Pennington**

The TJPDC applies for and receives an annual grant from the Virginia Department of Rail and Public Transportation (DRPT) for TJPDC's Rideshare and Transportation Demand Management program. The grant application was due February 1, 2026, prior to the commission's regularly scheduled February meeting. Support letters and resolutions of support are accepted after the official submission of the grant application. A copy of a draft resolution of support is included in the meeting materials. Staff will present on the application and proposed work plan in the February meeting. A copy of staff's presentation is also included in the meeting materials.

***Recommended Action:** Staff recommends a motion to approve the Resolution of Support for the FY27 Rideshare grant application.

5. ***Consent Agenda – Chair Smith**

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

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

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

6. **New Business**

a. ***FY26 Quarter Two Report (Oct-Dec) – Laura Greene**

Each quarter, the Finance Director provides an update to the commission on the quarterly financials. A copy of staff's Quarter Two Financial Memo is included in the meeting materials.

***Recommended Motion:** Staff recommend a motion to accept the TJPDC Quarter Two financial report.

b. ***DHCD/BEAD Agreement, Resolution – Christine Jacobs**

BEAD (Broadband Equity, Access and Deployment) is a federal program administered by the VA Department of Housing and Community Development to support continued extension of broadband access throughout the Commonwealth. One element of BEAD is the requirement for NEPA environmental records on certain broadband construction projects. Due to the TJPDC's familiarity with broadband grants and deployment, and due to the success that the TJPDC has demonstrated in managing federal grants related to broadband, DHCD staff reached

out to TJPDC staff to see if we would be interested in partnering to administer BEAD funds to eligible Planning District Commissions conducting the environmental assessments of BEAD-funded projects. Staff will discuss the proposal. A copy of a draft agreement and a draft resolution of support are included in the meeting materials. The expectation is that TJPDC would serve as administrative support to DHCD, passing through funding to other PDCs and collecting required documents for DHCD's review. The TJPDC would receive administrative funds to support this role. The program is expected to be completed in FY26.

***Recommended Motion:** Staff recommends a motion to adopt the resolution supporting entering into an administrative agreement with the Virginia Department of Housing and Community Development for Environmental Records pursuant to the Broadband, Equity, Access, and Deployment (BEAD) Program and to authorize the Executive Director to take all actions necessary to enter into an agreement and administer the program.

- c. **US Department of Transportation BUILD Grant Resolution for Application – Christine Jacobs**
The TJPDC previously applied for grant funding from the US Department of Transportation (USDOT) through the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) (now called Better Utilizing Investments to Leverage Development - BUILD) discretionary program to conduct the Preliminary Engineering phase for the proposed Rivanna Bicycle and Pedestrian Bridge. While we were not successful in the 2023, 2024, or 2025 rounds, the application scored very well in all rounds and received 'merit status' and 'recommended status'. Participation in a debrief with USDOT staff indicated that continued attempts to seek funding were recommended. Staff will seek a support letter from the Chair of the Charlottesville-Albemarle Metropolitan Planning Organization on behalf of its members. The application is due February 24, 2026. A copy of a draft resolution is included in the meeting materials.

***Recommended Action:** Staff recommends a motion to adopt the Resolution supporting a BUILD Grant Application to fund Preliminary Engineering (PE phase) for the Rivanna River Bicycle and Pedestrian Bridge.

- d. **Regional Support Letters- Christine Jacobs**
The TJPDC was asked to provide letters of support for several regional initiatives. Support was required prior to the commission's regularly scheduled meeting. Staff provided letters of support for the following:
- i. Virginia Tourism Corporation's consideration of a proposed *Virginia Piedmont Region*, inclusive of all counties and cities within Go Virginia Region 9 – Fauquier, Rappahannock, Madison, Culpeper, Orange, Greene, Albemarle/Charlottesville, Nelson, Fluvanna, and Louisa. VTC currently recognizes the *Central Virginia Tourism Region* and the *Northern Virginia Tourism Region*, however, neither of these encompass the interconnected geography for planning, economic development, and visitor activities in the proposed region. This initiative has been supported at the local level by all TJPDC member jurisdictions. A copy of the application justification and the signed letter of support provided are included in the meeting materials.
 - ii. The TJPDC, through our PATH/Mobility Management program and our Regional Transit Planning/CARTA work, supports increased options for mobility within the TJPDC footprint. Jaunt is submitting two applications to the Virginia Department of Rail and Public Transportation for expanded service within the region. The first is for a MERIT Demonstration grant to expand CENNECT service to Ruckersville in Greene County. The second is for a MERIT Demonstration Grant to expand service to include

midday trips to Fluvanna and Louisa County. A copy of the letter of support provided is included in the meeting materials.

e. **FY26 Draft Amended Operating Budget – Christine Jacobs**

Staff will present the FFY25 Draft Amended operating budget for review, questions, and comments. No action is requested from the commission in this meeting. The final draft will be brought before the Commission in their March meeting or consideration and approval. The approved amended budget will be the final approved budget for FY26 to be utilized for auditing purposes unless amended prior to June 30th. This amended budget allows staff to update budgeted revenues and expenses after six months of actual operating expenses and new contract awards. A copy of the budget totals, budget revenues, and local contributions are included in the meeting materials.

7. Old Business

None

8. Executive Director's Monthly Report

a. **TJPDC ADMINISTRATION**

Tenant Improvements – Christine Jacobs

The building renovations began on January 5, 2026, and will last for a minimum of six to eight weeks. The TJPDC staff continue to work remotely. The crew is in the process of completing the LVP flooring in common areas and commercial carpet tile in individual offices as well as finalizing the painting. Staff will provide additional details at the meeting.

b. **TRANSPORTATION**

General

- Staff continue to work with local staff to evaluate the potential for a Safe Streets and Roads for All (SS4A) Implementation Grant. The Notice of Funding Opportunity is expected to be released in late March with applications due before the end of June 2026.
- Staff was notified that the TJPDC was not awarded the SS4A Supplemental Planning Grant that was submitted in collaboration with the University of Virginia. Staff participated in a debrief with US Department of Transportation staff. The application was overall scored Medium (High, Medium, Low, or Not Recommended). The primary factor that affected our application was the Safety Impact criterion. This criterion evaluates roadway fatalities using the most recent five-year Fatality Analysis Reporting System (FARS) data (2018-2022) and normalized fatality rate per 100,000 population. The fatality rate for our region was 11.2 per 100,000 people, and reviewers indicated that the cutoff used for this round of funding was 17.5 per 100,000 people. USDOT staff indicated that they received an unprecedented volume of applications this year compared to prior years.
- 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.
- Due February 1, TJPDC staff submitted FY27 DRPT grant application pillar programs including RideShare and PATH. CA-MPO 5303 applications are due in May.

PATH/Mobility Management

- Staff continue to work on building partnerships for volunteer driver programs. The goal is to develop five (5) volunteer driver programs by the end of Fiscal Year 27.

Rural Transportation

- The Rural Transportation Advisory Committee (RTAC) will meet virtually on February 3, at 1:00pm. Meeting materials and login information can be accessed on the [RTAC webpage](#).

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The Charlottesville-Albemarle Regional Transit Authority (CARTA) has two new members to include Jen Fleisher, City of Charlottesville, and Sally Duncan, Albemarle County. Their January 22, 2026, meeting included presentations from the Director of Jaunt, Mike Murphy, and the Director of University of Virginia's Parking and Transportation, Scott Silsdorf. Additionally, a consulting representative from RK&K gave an update on the CARTA Prioritization Study timeline.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are continuing to work on the transportation demand management (TDM) study as part of the FY26 Unified Planning Work Program (UPWP). Additionally, staff are beginning to develop the draft FY27 Unified Planning and Work Program (UPWP) alongside the required Transportation Improvement Program (TIP) and the Performance Safety Targets for upcoming presentations to the policy board and technical committee.

c. ENVIRONMENT

Solid Waste Plan

- A Technical Advisory Committee meeting was held on January 29, 2026, as a part of the plan update.

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. BLUE RIDGE CIGARETTE TAX BOARD (BRCTB)

The Blue Ridge Cigarette Tax Board (BRCTB) met on January 26. It approved several changes to the Administrator Agreement with TJPDC to reflect a transition to the BRCTB having its own financial books and audit, as recommended by the TJPDC auditor, to be effective at the start of FY27. The Administrator's report highlighted ongoing challenges with timely receipt of distributor payments by US Mail, noted a first-ever late payment penalty that was issued to a distributor, and shared that the annual registration process for distributors was successfully completed in early January. For the first half of FY26, packs sold across the region were more than 4.3 million, generating nearly \$1.7 million in revenue for the member jurisdictions.

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 January are as follows:

- 1,600 miles of field data collection.
- 4,861 miles of fiber design.
- 2,343 miles of make ready construction.
- 10 communications huts set.
- 1,906 miles of aerial fiber placement.
- 914 miles of underground fiber placement.
- 2,387 miles of splicing.
- 28,652 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 TJPDC 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 January VATI 24 project progress report are as follows:

- Field data collection, fiber design and service drops from aerial construction underway.
- 29,400 linear feet of fiber completed.
- 147 passings.

Site Visits: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On December 16th, staff conducted a site visit to observe the setting of the Keene Hut, which will serve both the VATI 22 and VATI 24 areas in Esmont and

parts of southern Albemarle County. On December 19th, TJPDC staff conducted a site visit to view recently completed overhead fiber installed in the VATI 22 and VATI 24 areas of rural, northwest Madison County.

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