

## MEMORANDUM

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

**Purpose:** To review the current agenda packet and inform Commissioners of agency activities since February 5, 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. none

**4. Presentations**

- a. **VATI Six-Month Presentation/Update – David Blount**  
Staff will update the commission on the administration of the VATI 2022 and VATI 2024 programs. A written update is provided in the Executive Director's Monthly Report section below. A copy of the staff's presentation is included in the meeting materials.
- b. **Draft FY26 Rural Transportation Work program and Budget Presentation – Sara Pennington**  
Staff will present a draft Rural Transportation Work Program and Budget. We anticipate receiving \$58,000 from the Virginia Department of Transportation (VDOT). The TJPDC dedicates the required 20% local match through local per capita, equivalent to \$14,500. The work program and budget will come back before the Commission in the April meeting for consideration and approval on the consent agenda. A copy of the staff's presentation and the draft Work Plan re included in the meeting materials.

**5. \*Consent Agenda – Chair Smith**

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

- a. **\*Minutes of February 5, 2025, Commission Meeting**
- b. **\*January Financial Reports**
  - i. January Dashboard Report
  - ii. January Consolidated Profit & Loss Statement
  - iii. January Balance Sheet
  - iv. January Accrued Revenue Report

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

## 6. New Business

### a. **Executive Director Evaluation Begins** – *Christine Jacobs*

Staff will review the timeline and process for the Executive Director's evaluation process. Included in the meeting materials is a copy of the evaluation tools used by staff and the commissioners. The proposed timeline for review is as follows:

- i. **March 5, 2026** – Executive Director Evaluation Begins (Closed Session - Commission only)
- ii. **March 6, 2026 - March 20, 2026** - Staff evaluate Executive Director using existing instruments and send results confidentially to Human Resources Director by March 21, 2026. Human Resources Director provides summary results to Executive Director and Chair by Friday, March 27, 2026.
- iii. **March 6, 2026 - March 20, 2026** - Commissioners independently evaluate Executive Director using existing instruments and send results confidentially to Human Resources Director by March 20, 2026, 5:00 pm. Human Resources Director provides evaluation summary to Executive Director by Friday, March 27, 2026.
- iv. If requested, Executive Director and Chair will meet 1:1 before Thursday April 2, 2026
- v. **Thursday, April 2, 2026** - Closed Session Evaluation: 1) Commissioners only - will be provided with written evaluation summaries for review and discussion, 2) Executive Director joins upon invitation - Performance, Compensation, and Contract Discussion.

### b. **\*TJPDC Corporation Memorandum of Understanding Proposed Revisions** – *Ruth Emerick*

Staff will review the existing Memorandum of Understanding between the TJPDC and the TJPDC Corporation and discuss recommended revisions.

**\*Recommended Action:** Staff recommends a motion to approve the revisions to the Memorandum of Understanding between the TJPDC and the TJPDC Corporation and directs staff to incorporate the changes into the FY27 budget effective July 1, 2026.

## 7. Old Business

### a. **FY26 Draft Amended Operating Budget** – *Christine Jacobs*

Staff will present the FY25 Amended operating budget for consideration and approval. A draft budget was provided to the commission in the February 5, 2026, meeting. Minor changes to the budget between the February and March versions include the following:

- i. Rolling 100 hours of work in the CY27 grant from FY26 to FY27.
- ii. Reducing contingency revenue/expenses for FY26 related to building renovations to account for 5-year depreciation of tenant improvements.
- iii. Utilizing deferred revenue for 277-Legislative Services to account for increased work during dedicated General Assembly session.
- iv. Increasing administrative hours for Blue Ridge Cigarette Tax Board to account for Board's action to convert BRCTB accounting to separate Quick Books file.
- v. Increase in supplies expenses to account for needed replacement of items related to building renovations.

The FY26 budget, as presented, includes \$42,122,461 in revenues and \$39,912,530 in expenses, with an anticipated net gain of \$110,481 (\$55,286 of which is attributed to the 760-Blue Ridge Cigarette Tax Board gains and reclassification of deferred revenue to fund balance). The

approved amended budget will be the final approved budget for FY26 to be utilized for auditing purposes unless amended prior to June 30<sup>th</sup>. A copy of the budget totals, budget revenues, and local contributions are included in the meeting materials.

**\*Recommended Action:** Staff recommends a motion to approve the FY26 Amended Operating Budget, as presented.

## **8. Executive Director's Monthly Report**

### **a. TJPDC ADMINISTRATION**

- **Staffing Update** – *Christine Jacobs*
- **Tenant Improvements** – *Christine Jacobs*

The building renovations began on January 5, 2026, and will last for a minimum of eight weeks. The TJPDC staff continue to work remotely.

### **b. TRANSPORTATION**

#### **General**

- Staff continue to collaborate 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 submitted a BUILD application on February 24, 2026, to the US Department of Transportation for the preliminary engineering phase of the Rivanna Bike/Ped bridge. Selections will be announced no later than June 28, 2026, per statute.
- 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. Staff continue to monitor Commonwealth Transportation Board meetings to follow discussions about potential changes to project-type eligibility for the TJPDC and CA-MPO.
- On February 1, TJPDC staff submitted FY27 DRPT grant application pillar programs including RideShare and PATH. CA-MPO 5303 applications are due in May.

#### **Rural Transportation**

- The Rural Transportation Advisory Committee (RTAC)'s last meeting was February 3, at 1:00pm. The meeting recording can be accessed on the [RTAC webpage](#).
- Staff have developed and presented the draft RTAC Work Plan and Budget. This item will come back before the Commission in their April meeting for consideration for approval.

#### **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 next meeting is scheduled for March 26, 2026, at 5:00 pm.

#### **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 have drafted and presented the FY27 Unified Planning and Work Program (UPWP) alongside the

required Transportation Improvement Program (TIP) and the Performance Safety Targets to the policy board and technical committee.

- A special session of the CA-MPO Policy Board will be held Friday, March 20, 2026, from 3:00pm to 5:00pm for a Smart Scale workshop for Round VI. The Smart Scale pre-application window opened March 2, 2026, and closes April 1, 2026. The full application window opens June 1, 2026.
- In their February 25, 2026, meeting, the CA-MPO Policy Board voted to disband the Citizen's Transportation Advisory Committee (CTAC) following extensive research and analysis into the committee's charge and purpose. The policy board elected to pursue the use of ad-hoc committees for specific advisory purposes such as for the community engagement required for the next required 5-year Long range transportation Plan.

c. **ENVIRONMENT**

**Solid Waste Plan**

- A Technical Advisory Committee meeting is scheduled for March 26, 2026.

**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>

**Septic Program**

- The IJJA Septic program is currently 60% spent down with approximately \$60,000 remaining. The grant period is likely to be extended to March of 2027.
- Through the TJPDC Corporation, staff were invited to submit an application to a private fund to continue work on the septic program. The application was submitted and staff are awaiting news on the application's success.

d. **HOUSING**

**HOME/HOME-ARP**

- HOME - While there was some concern about the continuation of HUD's HOME funds for FY27, we now understand that there will be an upcoming round of HOME

funds. Staff are collaborating with partners to prepare information needed to access the funds.

- HOME-ARP – There are four (4) years remaining in the one-time \$2.45 million grant. There are large projects underway in Charlottesville, Fluvanna, and Louisa, and services.

#### **Regional Housing Partnership**

- The next full regional housing partnership meeting is March 25, 2026. There will be a guest speaker, Benjamin Price, founder of the National Housing Crisis Task Force. Habitat for Greater Charlottesville will also present.

#### **Housing Preservation grant**

- Staff are currently working through the 2025 grant. The funds are not yet fully committed by subrecipients, but staff are collaborating with partners to identify and set up projects.

#### **PDC Development Grant**

- Staff are anticipating that all projects will be completed by spring, according to the extension that was granted.

#### **Regional Housing Study**

- The Virginia Center for Housing Research is currently working on the quantitative and qualitative data gathering phase of the housing study. They have completed the literature review and have preliminary data that will now go through a validation process. Focus groups have been held in all participating jurisdictions.

e. **BLUE RIDGE CIGARETTE TAX BOARD (BRCTB)**

none

f. **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 February are as follows:

- 1,600 miles of field data collection.
- 4,880 miles of fiber design.
- 2,416 miles of make ready construction.
- 11 communications huts set.
- 2,163 miles of aerial fiber placement.
- 1,028 miles of underground fiber placement.
- 2,648 miles of splicing.
- 30,463 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 February VATI 24 project progress report are as follows:

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 195,118 linear feet of fiber completed.
- 150 passings.

Staff will provide a presentation on the VATI 2022 and VATI 2024 Broadband projects during the March 5, 2026, Commission meeting.

**9. \*Closed Session** - Per Code of Virginia 2.2-3711 A.1. – Executive Director Annual Evaluation

**10. 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, [ishannon@tjpcd.org](mailto:ishannon@tjpcd.org) or visit the website [www.tjpcd.org](http://www.tjpcd.org).*