Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

Thomas Jefferson Planning District Commission
<u>Thursday, March 5, at 7:00 pm</u>
In Person – *New Meeting Location*
Helix Computer Systems Conference Room
2401 Hydraulic Road
Charlottesville, VA 22901
https://maps.app.goo.gl/5QV2uesBcZMGMdBQ9

AGENDA

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. Electronic Meeting Notice – *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. **Administration –** *Chair Smith* 7:10 – 7:10
   a. none

4. **Presentations**
   a. VATI Six-Month Presentation/Update – *Lori Allshouse* 7:10 – 7:20
   b. Draft FY27 Rural Transportation Work Program and Budget Presentation – *Sara Pennington* 7:20 – 7:30

5. ***Consent Agenda** – *Chair Smith* 7:30 – 7:35
   a. *Minutes of February 5, 2026, 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

6. ***New Business** 7:35 – 7:45
   a. Executive Director Evaluation Begins – *Christine Jacobs*
      i. Performance Evaluation Form: Staff
      ii. Performance Evaluation Form: Commission 7:45 – 7:55
   b. *TJPDC Corporation Memorandum of Understanding Revisions
      i. Redlined Version
      ii. Clean Version

7. ***Old Business** 7:55 – 8:05
   a. *FY26 Amended Operating Budget – *Christine Jacobs*
      i. Totals, Revenues, Local Contributions

8. **Executive Director's Report** 8:15 – 8:25
   a. Monthly Report – *Christine Jacobs*
      i. Building Upgrades Update

9. ***Closed Session** Per Code of Virginia 2.2-3711 A.1. – Executive Director Annual Evaluation 8:25 – 8:35

10. **Other Business**
    a. Roundtable Discussion by Jurisdiction 8:35 – 8:55
    b. Next Meeting – April 2, 2026, 7:00 pm
       Items for next meeting:

i. Appointment of Nominating Committee for Officers
ii. Blue Ridge Cigarette Tax Bard Six-Month Update/Presentation
iii. FY27 Rural Transportation Work Program and Budget – For Consideration/Approval
iv. FY27 CA-MPO Unified Planning Work Program Update – No Action
v. FY27 Draft Operating Budget – For Review – No Action
vi. Executive Director Evaluation (Closed Session)
vii. February 2026 Financials

11. *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
Jen Fleisher	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
Bennett Hipp	PATH Transportation Assistant
Igor Kalina	PATH Transportation Counselor
Emily London	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, lshannon@tjpdc.org or visit the website www.tjpdc.org.

Virginia Telecommunication Initiative (VATI) Broadband Project
VATI 2022 & VATI 2024

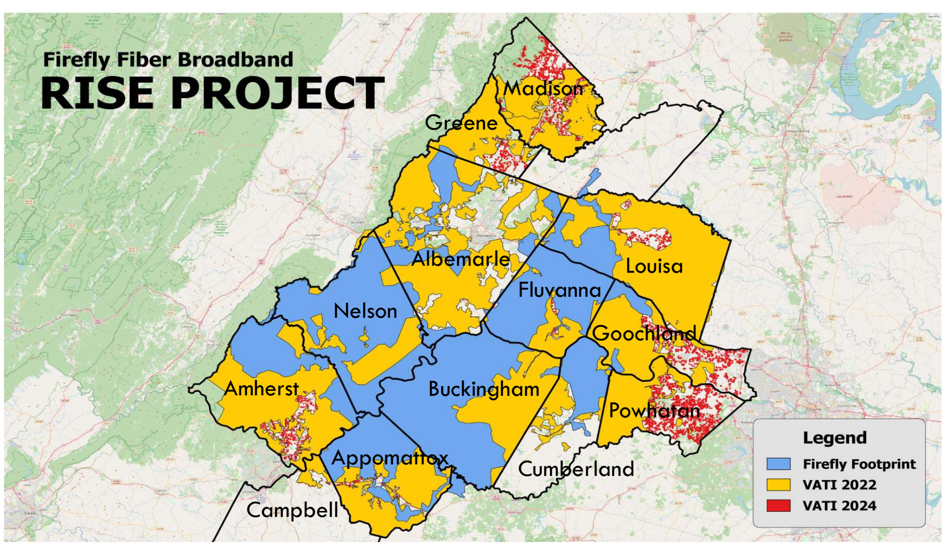
Partners for Broadband Solutions in Central Virginia

March 5, 2026

Thomas Jefferson Planning District Commission

1

VATI 2022 and VATI 2024 Grants support
Firefly's Regional Internet Service Expansion (RISE) Project



Source: FIREFLY

2

Virginia Telecommunication Initiative
Broadband Project
VATI 2022 & VATI 2024

$352.2M
Project

$97M
DHCD

$255.2 M
Matching Funds

13
County Partners

4
Utility Partners

4.4 Year Project

44,610 Businesses and Residential Passings

3

Project Highlights

Communication
Fiscal Management
Progress

4

TJPDC and Firefly hold Quarterly Stakeholder's Meetings with all partners

5

TJPDC provides fiscal grant management

TJPDC reviews, verifies, and submits remittance requests to DHCD and counties and receives and processes reimbursements to Firefly

VATI 2022: As of December 31, 2025, TJPDC recognized $96,387,841 in funding for the project. This includes $95,634,085 from DCHD and counties towards construction costs, and $753,756 from DHCD for administration costs.

VATI 2024: As of December 31, 2025, TJPDC recognized $1,917,290 in funding for the project. This includes $1,848,767 from DHCD and counties towards construction costs, and $68,523 for administration costs.

6

VATI 2022 Grant Progress

January 2026 Progress Report submitted to DHCD in February 2026

- 1,600 miles of field data collection
- 4,880 miles of fiber design
- 2,416 miles of make ready construction
- 11communications huts set
- 2,163 miles of aerial fiber placement
- 1,028 miles of underground fiber placement
- 2,648 miles of splicing
- 30,463 passings

- $178.5M in private match expended on the VATI 22 Grant portion of the project

7

VATI 2024 Grant Progress

January 2026 Progress Report submitted to DHCD in February 2026

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

- $7.7M in private match expended on the VATI 24 Grant portion of the project

8

Site Visits

9

Buckingham County
August 28, 2025

TJPDC staff conducted a site visit to a Communications Hut on the corner of Gravel Hill Road and Route 15 in Buckingham County. This hut houses state-of-the-art fiber equipment bringing high-speed internet services to a wide area of Buckingham County, including the Dillwyn community.

10

Greene County
October 28, 2025

TJPDC conducted a site visit to the Preddy Creek Communications Hut, which will provide broadband service to the Ruckersville area. The hut, funded by VATI 2022, has dedicated space to serve both the VATI 2022 and VATI 2024 projects.

11

Albemarle County,
December 16, 2025

Staff conducted a site visit to observe the setting of the Keene Communications Hut, which will serve both the VATI 2022 and VATI 2024 areas in Esmont and parts of southern Albemarle County.

12

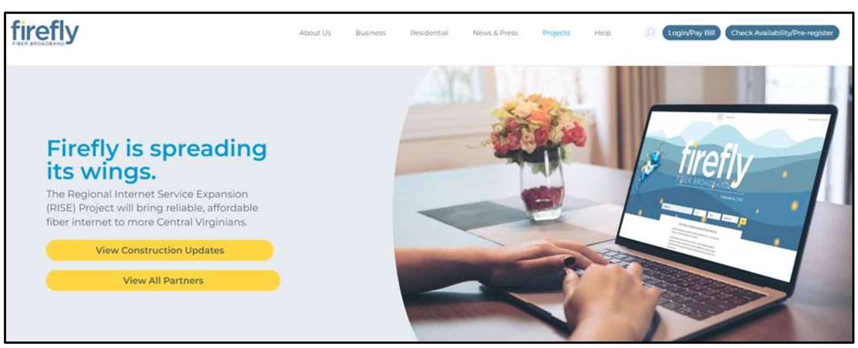
Madison County
December 19, 2025

TJPDC staff conducted a site visit to view completed overhead fiber installed in the VATI 2022 and VATI 2024 areas of rural, northwest Madsion County.

13

For Additional Information/Updates

Fireflyva.com/rise/



14

RURAL WORK PROGRAM

- Intended to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth
- Funded through allocation of VDOT State Planning and Research (SPR) funding:
  - Federal source (80%)
  - Local sources (20%)
- State requires each PDC administering the program to identify activities to be undertaken an annual work program
- FY26 annual budget is $72,500
  - VDOT has an additional budget for their staff
- Funding must be used within the Fiscal Year it is allocated
  - Unused funds do not rollover

1

FY26 RURAL WORK PROGRAM HIGHLIGHTS

- TJPDC Comprehensive Safety Action Plan: Move Safely Blue Ridge
- SMART SCALE application support
- Rural Transportation Planning Needs Assessment

2

FY27 RURAL WORK PROGRAM
ADMINISTRATIVE CHANGES

- Removed line-item budgets for subtasks in the document
  - Better aligns the PDC with similar practices of other PDCs
  - Reduces administrative burden for staff
  - Provides greater flexibility for staff and the Rural Transportation Advisory Committee (RTAC)
- A line-item budget will still be tracked and maintained internally by staff

3

FY27 RURAL WORK PROGRAM
TASK 1: PROGRAM ADMINISTRATION

- Reporting and compliance with regulations
- Staffing committee meetings
- Information sharing with agencies and the public
- Training and Travel

4

FY27 RURAL WORK PROGRAM
TASK 2: PLANNING AND LOCAL TECHNICAL ASSISTANCE

Short Range Planning and Local and State Assistance

- Prepare/assist with grant applications
- Provide assistance to local and state partners
- Regional Transit Partnership, Travel Demand Management, and Bicycle and Pedestrian activities

Long Range Planning

- TJPDC Comprehensive Safety Action Plan
- Travel Demand Management Study
- Rural Long Range Plan

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FY27 – Draft Rural Work Program			
	SPR	Local	Total
Task 1: Program Administration			
Reporting and Compliance with Regulations	$4,400.00	$1,100.00	$5,500.00
Staffing Committees	$4,400.00	$1,100.00	$5,500.00
Information Sharing	$4,000.00	1,000.00	$5,000.00
Training and Travel	$1,600.00	$400.00	$2,000.00
	$14,400	**$3,600**	**$18,000**
Task 2: Program Activities			
Comprehensive Safety Action Plan	$4,400.00	$1,100.00	$5,500.00
Transportation Grant Application Support	$6,400.00	$1,600.00	$8,000.00
Local and State Requests for Assistance	$6,400.00	$1,600.00	$8,000.00
Regional Transit Partnership, Travel Demand Management, Bicycle/Pedestrian Activities	$10,400.00	$2,600.00	$13,000.00
Rural Long Range Plan	$16,000.00	$4,000.00	$20,000.00
	$43,600	**$10,900**	**$54,500**
FY27 Rural Work Program Total	**$58,000**	**$14,500**	**$72,500**

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Thomas Jefferson Planning District Commission
FY-2027 Rural Transportation Planning Work Program

July 01, 2026 – June 30, 2027

Thomas Jefferson Planning District Commission

VDOT Virginia Department of Transportation

Preface

Prepared on behalf of the Thomas Jefferson Planning District Commission, through a cooperative process involving Region 10's counties (Albemarle, Fluvanna, Greene, Louisa, and Nelson), Jaunt, RideShare, and the Virginia Department of Transportation.

This scope of work is required to include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

The Rural Transportation Advisory Committee (RTAC) reviewed this work program at their February 3, 2026, meeting. The Commission reviewed the draft of the Rural Transportation Advisory Committee Work Program at their March 5, 2026, meeting and approved the work program at their April 2, 2026 meeting.

The preparation of this program was financially aided through administrative funds from the FY26 Rural Transportation Planning Work Program.

Table of Contents

Introduction

Purpose and Objective

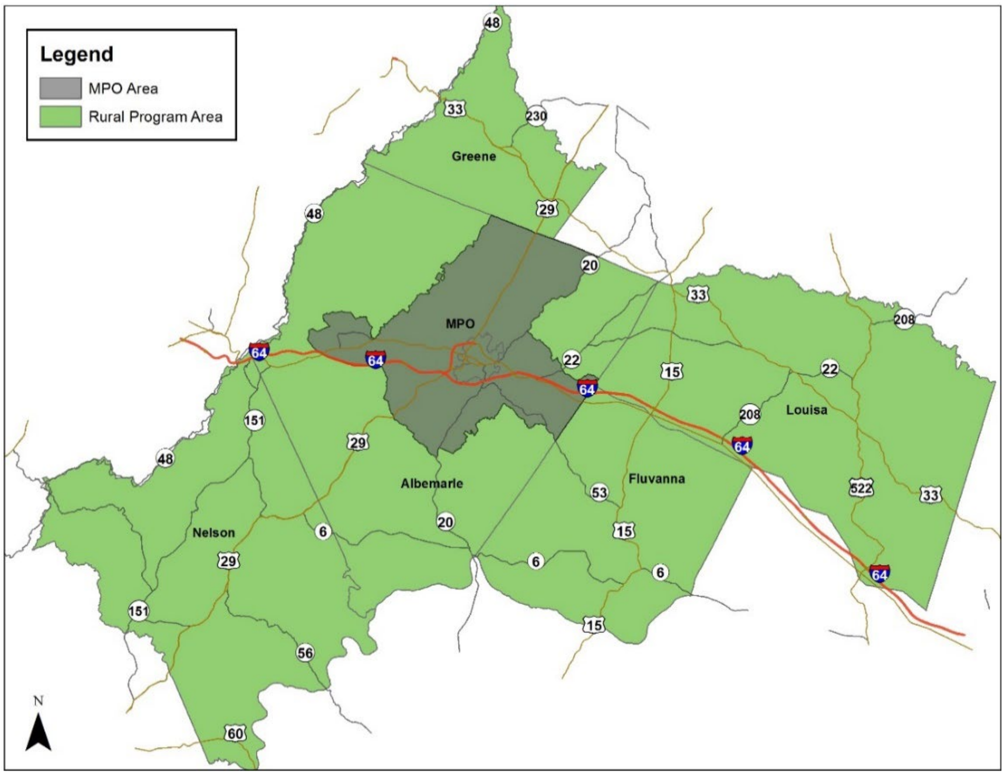
The Virginia Department of Transportation (VDOT) allocates part of the State Planning and Research (SPR) funding to provide annual transportation planning assistance for non-urbanized areas within the Commonwealth. The Rural Transportation Planning (RTP) Program was created to aid the State in fulfilling the requirements of the State Planning Process to address the transportation needs of non-metropolitan areas. Funds appropriated under 23 U.S.C. 307(c) (SPR funds) are used in cooperation with the Department of Transportation, Commonwealth of Virginia for transportation planning as required by Section 135, Title 23, U.S. Code. These Federal funds provide 80 percent funding and require a 20 percent local match.

In FY-2027 each planning district commission / regional commission that includes rural areas will receive $58,000 from VDOT's Rural Transportation Planning Assistance Program. The corresponding planning district commission / regional commission will provide a local match of $14,500 to conduct rural transportation planning activities. This resource may be supplemented with additional planning funds. The arrangement of all such funds involves the development of a scope of work, approval, and other coordination in the Transportation & Mobility Planning Division's (TMPD) administrative work programs.

The scope of work shall include specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work may also include activities or studies addressing other transportation planning related issues that may be of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research.

Rural Transportation Program

The scope of work includes specific activities as requested by VDOT and/or the Federal Highway Administration. The scope of work also includes activities or studies addressing other transportation planning related issues that are of specific interest to the region. The criteria for the determination of eligibility of studies for inclusion as part of this work program are based upon 23 U.S.C. 307 (c), State Planning and Research. The map below shows the rural program areas in light green.



Highlights of FY26

In FY26, the Rural Transportation Program focused on a variety of outcomes. The program dedicated significant time to continued work on the Comprehensive Safety Action Plan and on reviewing prior plans throughout the region and the counties. While TJPDC staff conducted its regular administration of the program and provided a variety of other services to the region and its members, the following highlights the more substantive efforts.

COMPREHENSIVE SAFETY ACTION PLAN – In FY23, the TJPDC was notified that it was awarded a grant through the U.S. Department of Transportation’s Safe Streets and Roads for All Discretionary Grant Program to develop a Comprehensive Safety Action Plan for all six of its member jurisdictions. To utilize the grant funding most effectively, the TJPDC allocated additional staff effort to support the plan development through the Rural Work Program and the Charlottesville-Albemarle Metropolitan Planning Organization’s (CA-MPO) Unified Planning Work Program. The Comprehensive Safety Action Plan was formally adopted by all six participating jurisdictions in FY26. TJPDC staff are supporting jurisdictions by facilitating regional coordination, aligning projects with SS4A program requirements, and preparing the region to submit competitive implementation applications.

RURAL TRANSPORTATION PLANNING NEEDS ASSESSMENT – Staff reviewed existing plans for the five jurisdictions from the past ten years, and highlighted the priorities established in these plans in a memo. Next, a survey on transportation planning needs was conducted, as well as one-on-one discussions with locality staff to understand the individual needs, and the similarities as a region. This project helped staff to better understand how the TJPDC Rural Transportation Program can work with the jurisdictions in the years to come.

SMART SCALE ROUND 7 – TJPDC staff worked with the localities to coordinate and assist with pre-applications when requested.

Fiscal Year 2027 Budget

Task	Description	SPR Funds (80%)	PDC (20%)	Total
TASK 1.0	PROGRAM ADMINISTRATION	$14,400	$3,600	$18,000
TASK 2.0	PLANNING & TECHNICAL ASSISTANCE	$43,600	$10,900	$54,500
TOTAL	RURAL PLANNING PROGRAM	$58,000	$14,500	$72,500

FY2027 Scope of Work: This section of the Scope of Work details the administrative and technical tasks, staff responsibilities, and expected end products. The purpose of this work element is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive, and coordinated (3-C) planning process.

Fiscal Year 2027 Activities by Task

FY 2027 – 1.0 Program Administration - $18,000

The purpose of this task is to facilitate regional participation and consensus building on transportation-related issues through a continuing, comprehensive and coordinated planning process *(the 3 C's approach)*. The PDC's Rural Transportation Advisory Committee (RTAC) is the technical committee of the Rural Transportation Program, and is composed of professional staff from local governments, the Virginia Department of Transportation (VDOT), JAUNT, and the PDC's RideShare program. The Planning District Commission functions as the Policy Board of the Rural Transportation Program.

A. Reporting and Compliance with Regulations

DESCRIPTION OF ACTIVITIES:

TJPDC staff will coordinate rural transportation planning activities (committees, community workshops, studies) and prepare monthly progress reports and invoices. VDOT staff will process invoices and handle reimbursements.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Prepare and submit 12 monthly reports and invoices
- FY27 Rural Work Program Implementation
- Prepare the FY28 Rural Work Program
- Participate in meetings with VDOT staff regarding compliance

B. Staff committee meetings

DESCRIPTION OF ACTIVITIES:

The TJPDC will staff committee meetings by preparing materials, maintaining committee membership, writing minutes, handling public participation and mailings, updating committee websites, and coordinating with the CA-MPO.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Staff the Rural Transportation Advisory Committee
- Coordinate with VDOT staff to develop meeting agenda topics
- Conduct presentations to the Thomas Jefferson Planning District Commission (Rural Transportation Program Policy Board).

C. Share information with agencies and the public

DESCRIPTION OF ACTIVITIES:

TJPDC staff will work to share transportation-related information with state agencies, local officials, other PDCs, stakeholders, and the general public. Staff will also attend relevant training sessions that will better inform rural transportation planning efforts.

DELIVERABLE TASKS TO BE UNDERTAKEN:

- Continue to update the Rural Transportation Program website to better share information with VDOT and stakeholders
- Participate in outreach meetings and provide/review data as requested by VDOT
- Attend Boards of Supervisors meetings in rural member localities in alignment with VDOT quarterly updates

- Participate with the MPOs and VDOT on setting performance measure goals
- Assist VDOT with local and regional input to annual statewide transportation improvement programs
- Conduct intergovernmental discussion and coordination of transportation projects and developments
- Provide informational updates in TJPDC news distribution channels (newsletters, Quarterly Reports, etc.)
- The RTAC and Commission will continue to include public comment periods in its meeting agendas
- Provide social media informational articles through TJPDC social media pages
- Attend Commonwealth Transportation Board (CTB) meetings, as applicable
- Host VDOT work sessions at the TJPDC Water Street Center or virtually

D. Computer and Other Technology Purchases

DESCRIPTION OF ACTIVITIES:

If necessary, purchase computer hardware, software, and technology necessary to carry out scope of work activities.

E. Training and Travel

DESCRIPTION OF ACTIVITIES:

Attend conferences, including but not limited to: Rural Planning Caucus, American Planning Association (APA), Virginia Transit Association, Governor's Transportation Conference. Also attend trainings in alignment with rural planning needs administered by those including but not limited to: Virginia Association of Zoning Officials, Land Use Education Program (Planning Commissioners and Board of Zoning Appeals programs) and trainings from state agencies, including VTrans webinars and SMART SCALE meetings.

Administration Budget	
SPR Funds (80%)	$14,400
PDC Funds (20%)	$ 3,600
Total Budgeted Expenditure for Program Administration	$18,000

FY 2027 - 2.0 Planning & Local Technical Assistance - $54,500

The following tasks highlight the planning and technical services that the TJPDC will provide to its member localities in Fiscal Year 2027. The TJPDC will provide general technical assistance to its member localities, as well as undertake specific endeavors on projects throughout the region to move towards the goals established in the Rural Long Range Transportation Plan.

Task 2.1 – Short Range Planning and Local and State Assistance

A. Prepare transportation infrastructure grant applications

DESCRIPTION OF ACTIVITIES:

The TJPDC staff supports its regional members in the identification and submission of SMART SCALE and other transportation grant applications at their request.

CURRENT/PLANNED PROJECTS:

- Assist the TJPDC region's counties, towns, and villages with grant applications related to transportation improvements
- Pursue grants for implementation of RLRP or Comprehensive Safety Action Plan projects
- Provide assistance for SMART SCALE grant applications upon request

B. Provide assistance to local and state partners as requested
Unanticipated rural transportation planning needs and issues arise during the fiscal year and the Rural Transportation Planning Program of the Planning District should be a resource for addressing these issues.

TASKS TO BE UNDERTAKEN:

- Provide support and technical assistance with plan reviews, rural transportation and corridor studies, strategic planning efforts, and bikeway plans and studies
- Participate in VDOT studies as part of the project development process, including Project Pipeline, STARS, and others
- Participate in the VDOT Transportation Meeting
- Conduct park and ride lot use counts and conditions assessments
- Provide assistance with tracking and documenting active transportation facilities and/or accommodations
- Provide assistance with updating the VDOT freight generators inventory
- Develop and provide GIS information, as requested
- Work with regional members to identify and understand rural localities' needs to help inform and shape the program each year
- Support the development of local Comprehensive Plan chapters and recommendations, as requested

C. Regional Transit Planning, Travel Demand Management, and Bicycle and Pedestrian Activities
DESCRIPTION OF ACTIVITIES:
There are several regional efforts to promote and support alternative transportation modes that will need to coordinate with the Rural Transportation Work Program, including regional transit planning initiatives and commuter assistance program initiatives.

TASKS TO BE UNDERTAKEN:

- Coordinate with local jurisdictions, the Charlottesville Albemarle Regional Transit Authority (CARTA), and Jaunt to ensure that rural interests are represented in regional transit planning efforts
- Provide ongoing support for transit initiatives to expand the Mobility Management program and support rural locality engagement in establishing the Regional Transit Authority
- Collaborate with RideShare to support programming that will improve participation in the regional Travel Demand Management activities and initiatives

Task 2.2 – Long Range Planning

A. Comprehensive Safety Action Plan
DESCRIPTION OF ACTIVITIES:

In FY26, CA-MPO staff completed Move Safely Blue Ridge, the region's comprehensive safety action plan. Following adoption by member jurisdictions, TJPDC staff will consider pursuing opportunities for plan implementation and coordinate with jurisdictions on individual project pursuits.

TASKS TO BE UNDERTAKEN:

- TJPDC will partner with VDOT to complete an analysis of crashes throughout the region to determine the priority corridors outside of the federal grant in order to maximize the use of the grant resources.
- Conduct ongoing monitoring, reporting, and sharing of regional crash data.
- TJPDC will continue to work with localities to seek implementation funding for any of the projects identified through this plan.

B. Travel Demand Management Study

DESCRIPTION OF ACTIVITIES:

In FY26 staff began a comprehensive regional Travel Demand Management Study and will continue this work in FY27. This study will be used to help identify long-term initiatives to reduce vehicle miles traveled throughout the region. This study will provide a high-level understanding of travel demand factors and support the identification of long-term infrastructure and multimodal transportation improvements needed to support mode shift. Staff support for this study will be supported by both the Rural Work Program and the CA-MPO's Unified Planning Work Program.

TASKS TO BE UNDERTAKEN:

- Review regional transportation demand model to determine future growth impacts
- Identification of TDM strategies to accommodate future traffic volumes, including park and ride infrastructure, bicycle and pedestrian infrastructure, and transit service implementation.

C. Rural Long Range Plan

DESCRIPTION OF ACTIVITIES:

Staff will assess the existing long-range priorities and status of projects from the 2040 Rural Long Range Plan (RLRP). By holistically assessing the needs and funding for projects in the region's rural areas, staff will begin an update of the rural long range plan this fiscal year.

TASKS TO BE UNDERTAKEN:

- Assess status of projects identified in 2040 RLRP
- Develop a Scope of Work for updating the RLRP
- Identify transportation deficiencies and recommended improvements
- Identify a regional vision for the rural transportation system
- Collect demographic, land use, and employment data
- Research and apply for funding for the development of the RLRP, if needed

Planning & Technical Assistance Activities Budget	
SPR Funds (80%)	$43,600
PDC Funds (20%)	$10,900
Total Budgeted Expenditure for Program Activities	$54,500

FY28 Anticipated Work Tasks

To provide a longer view of the Rural Transportation Program, staff anticipates work tasks for the next fiscal year to create better continuity between fiscal years and manage commitments to member localities.

With the development of the Rural Long Range Plan 2050 during FY27, staff will pursue adoption of the plan in FY28.

In FY28, continued work on developing a coordinated regional strategy for SMART SCALE funding application projects that prioritize projects by both need and likelihood of funding. The TJPDC will once again assist local governments in application preparation.

Appendices

Appendix A: FY-2027 Budget Summary

Tasks	VDOT (SPR) 80%	PDC (Match) 20%	Total 100%
Program Administration			
Total Budgeted Expenditure for Program Administration	$14,400.00	$3,600.00	$18,000.00
Program Activities			
Total Budgeted Expenditure for Program Activities	$43,600.00	$10,900.00	$54,500.00
Task 2.1 – Short Range Planning and Local and State Assistance			
Task 2.2- Long Range Planning			
Total Budgeted Expenditure for Program Administration and Program Activities	$58,000.00	$14,500.00	$72,500.00

Thomas Jefferson
Planning District Commission
Regional Vision ▪ Collaborative Leadership ▪ Professional Service

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
Minutes, February 5, 2026
All-Virtual Meeting

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		x
Ned Gallaway			David Blount, Deputy Director		x
Mike Pruitt		x	Ruth Emerick, Chief Operating Officer		x
Fluvanna County			Laura Greene, Finance & HR Director		
Tony O'Brien		x	Taylor Jenkins, Director of Transportation		x
Keith Smith, Chair		x	Sara Pennington, TDM Program Manager		x
Greene County			Igor Kalina, PATH Transportation Counselor		x
Tim Goolsby			Bennett Hipp, PATH Transportation Assistant		x
James Higgins		x	Emily London, AmeriCorps VISTA Member – Housing		x
Louisa County					
Tommy Barlow		x			
Manning Woodward		x			
Nelson County					
Ernie Reed		x	**GUESTS/PUBLIC PRESENT**		
Jesse Rutherford			Phil d'Oronzio, Treasurer		x
City of Charlottesville			Sean Tubbs		x
Jen Fleisher		x			
Michael Payne, Vice Chair					

Note: This meeting was held utilizing electronic virtual communication with the Zoom software application, and in accordance with virtual meeting provisions contained in Code of Virginia § 2.2-3708.3. A recording of the meeting was made available to the public at https://www.youtube.com/channel/UCOuHJzpRDV6rnpIep2Lxj0Q.

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Keith Smith, presided and called the TJPDC meeting to order at 7:05 pm. Ruth Emerick, Chief Operating Officer, took attendance and noted that a quorum was not present. Tommy Barlow joined the meeting at the conclusion of item 1b, bringing the Commission meeting to quorum.

b. Electronic Meeting Notice: Ruth Emerick read the notice of electronic meeting.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

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

3. ADMINISTRATION:

a. Introduction: Jen Fleisher, City of Charlottesville

b. Recognition: Phil d'Oronzio, City of Charlottesville

c. Election of Officer: Treasurer

Chair Keith Smith shared that the TJPDC's bylaws allowed Phil d'Oronzio to continue to fulfill his duty as Treasurer after his appointment to the Commission was not renewed in January, and thus there has been no disruption in the TJPDC's ability to process payables. Chair Smith stated that although Commissioner Ned Gallaway was not present, he had confirmed Mr. Gallaway's ability and willingness to serve in the role of Treasurer should there be no other candidates brought forward. There were no candidates nominated from the floor. Per the bylaws, this election will serve through the remainder of the unexpired term, which is June 30, 2026.

Motion/Action: On a motion by Tommy Barlow, seconded by Manning Woodward, the Commission unanimously elected Ned Gallaway (Albemarle County) to the office of Treasurer for the remainder of Fiscal Year 2026.

4. PRESENTATIONS:

a. PATH/Mobility Management Program Update

Igor Kalina provided an overview of the TJPDC's PATH Mobility Management Program. An application for the FY27 grant was submitted and an overview of the proposed work plan was shared.

Motion/Action: On a motion by Jen Fleisher, seconded by Mike Pruitt, the Commission unanimously approved the Resolution of Support for the FY27 PATH Mobility Management grant application.

b. Rideshare Program Update

Sara Pennington gave an overview of the RideShare program, the FY27 grant application, and proposed work plan.

Motion/Action: On a motion by Tony O'Brien, seconded by Mike Pruitt, the Commission unanimously approved the Resolution of Support for the FY27 Rideshare grant application.

5. CONSENT AGENDA:

a. Minutes of the 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**

Motion/Action: On a motion by Tommy Barlow, seconded by James Higgins, the Commission approved the Consent Agenda as presented.

6. NEW BUSINESS:

a. FY26 Quarter Two Financials Staff Memo (Oct.-Dec.), Profit & Loss Statement

Christine Jacobs gave an update on the TJPDC's financial performance for Quarter Two. The TJPDC has 10.53 months of available operating expenses, which is above the current target level of eight months. The TJPDC has 7.27 months of average monthly operating expenses as unrestricted cash on hand, which is above the current target level of six months.

Motion/Action: On a motion by Ernie Reed seconded by Tony O'Brien, the Commission unanimously accepted the Quarter Two financial report, as presented.

b. DHCD/BEAD Agreement, Resolution

Christine Jacobs shared that VA DHCD reached out to see if the TJPDC would be interested in partnering to administer BEAD funds to eligible Planning District Commissions conducting the environmental assessments of BEAD-funded projects. 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.

Motion/Action: On a motion by Manning Woodward, seconded by Ernie Reed, the Commission unanimously adopted 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. BUILD Grant Resolution – Rivanna River Bike/Ped Bridge

Christine Jacobs shared that 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. The application scored very well in all previous rounds and received 'merit status' and 'recommended status'. Participation in a debrief with USDOT staff indicated that continued attempts to seek funding were recommended.

Motion/Action: On a motion by Tony O'Brien, seconded by Jen Fleisher, the Commission unanimously adopted 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 shared that TJPDC staff provided letters of support for the Virginia Tourism Corporation's consideration of a proposed Virginia Piedmont Region, and for JAUNT's applications to the Virginia DRPT for two MERIT Demonstration grants for expanded service within the TJPDC region.

e. FY26 Draft Amended Operating Budget

Christine Jacobs presented the Draft Amended Operating Budget. The final draft will be brought to the Commission for consideration and approval at their March meeting.

7. OLD BUSINESS: None.

8. EXECUTIVE DIRECTOR'S REPORT:

Christine Jacobs highlighted work to evaluate the potential for Safe Streets and Roads for All (SS4A) Implementation Grant applications. Additionally, TJPDC was not awarded the SS4A Supplemental Planning Grant that was submitted in collaboration with UVA.

9. OTHER BUSINESS:

a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.

b. **Next Meeting – March 5, 2026 (In-Person, Location TBD)**
   Items for next meeting:
   i. FY26 Amended Operating Budget – For Consideration/Approval
   ii. FY26 Rural Transportation Work Program and Budget – Presentation/Draft – No Action

iii. VATI Presentation/Update (6 months)
iv. Executive Director Evaluation Process Begins
v. January 2026 Financials
vi. Committee/Partnership Appointments, if needed

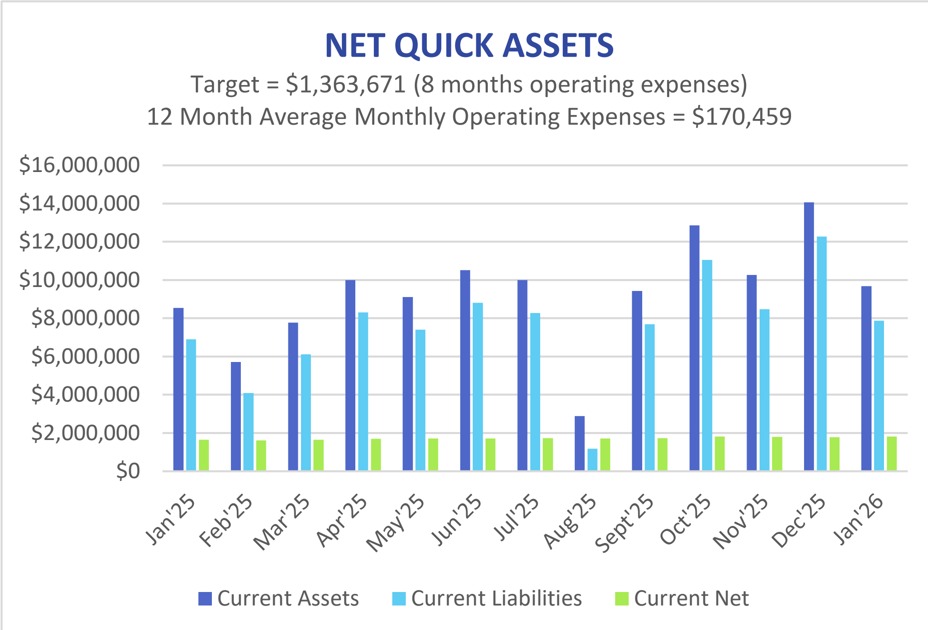
10. ADJOURNMENT:

The February 5, 2026, Commission meeting was adjourned at 8:40 pm.

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

FY 26 FINANCIAL DASHBOARD

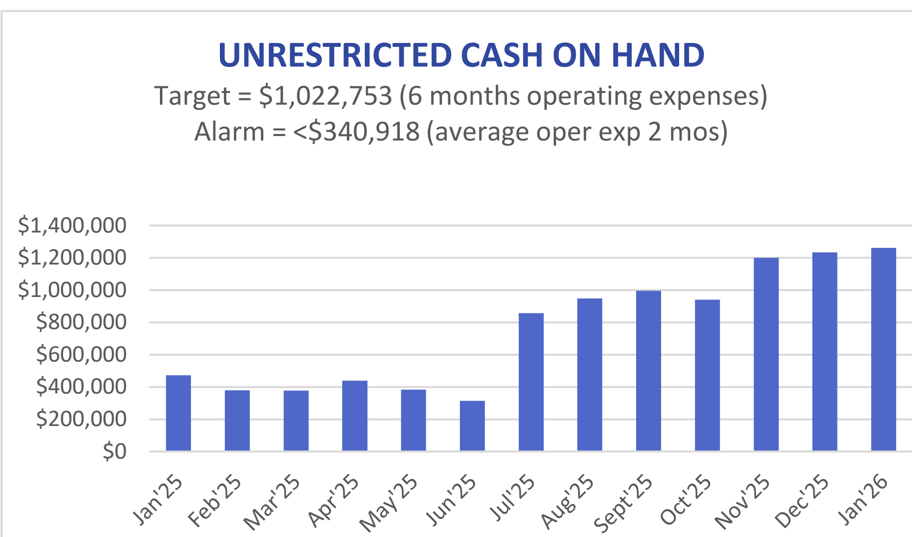
Through January 2026



<u>Monthly Net Quick Assets</u>

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
Sept'25 = $1,735,245
Oct'25 = $1,811,900
Nov'25 = $1,792,016
Dec'25 = $1,786,737
Jan'26 = $1,807,543

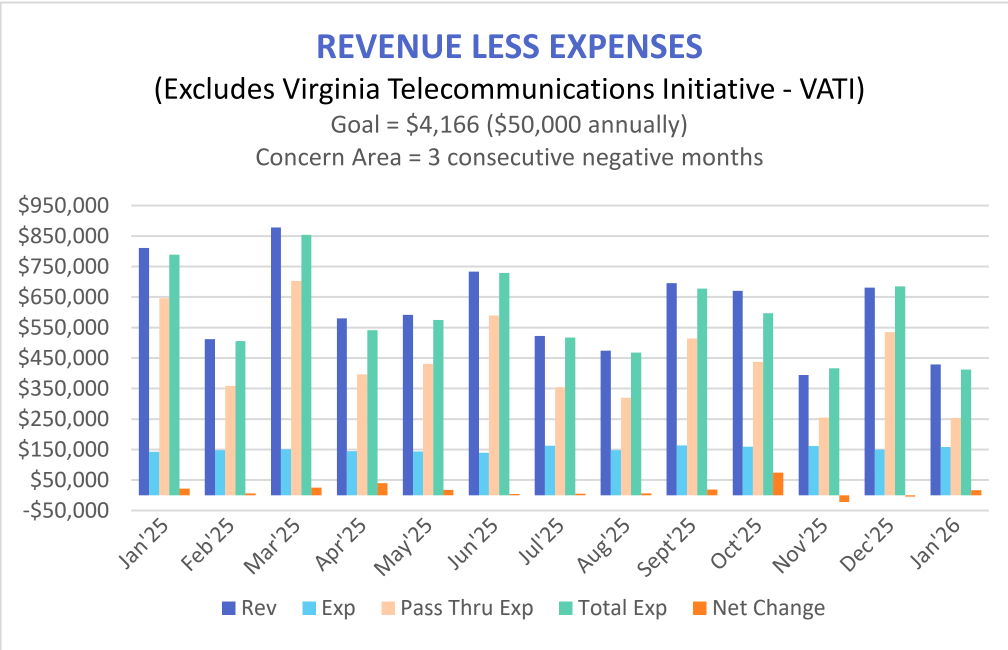
<u>Net Quick Assets</u> are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables 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 January, the TJPDC had 10.60 months of operating expenses. The rolling twelve-month average operating expenses increased to $170,459. The 3-month average operating expenses decreased to $171,927. Actual operating expenses for January were $175,279. Capital reserves as of January 31 were $443,872 (NQA minus 8 months of operating expenses).



<u>Unrestricted Cash on Hand</u> 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.

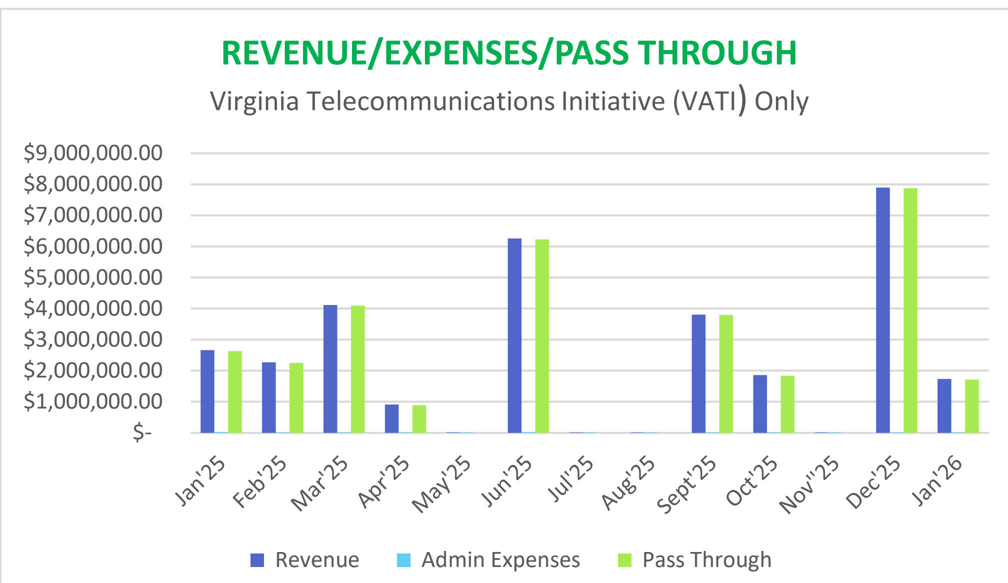
<u>Months of Unrestricted Cash</u> divides unrestricted cash on hand by the agency's average monthly operating expenses to give the number of months of operation without any additional cash received. January financials indicate that there were 7.40 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

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
Sept'25 = $18,207
Oct'25 = $73,864
Nov'25 = ($22,083)
Dec'25 = ($4,339)
Jan'26 = $17,056



MONTHLY ADMIN

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
Sept'25 = $16,927
Oct'25 = $17,505
Nov'25 = $12,989
Dec'25 = $16,816
Jan'26 = $16,532

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 recorded a net gain in January of $17,006. The January Accrued Revenue Report shows the total average available monthly funds of $226,920 for the remaining 5 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.
6. Effective October 2025 the TJPDC financials will recognize BRCTB member contributions, and the associated interest earned from the funds in the Virginia Investment Pool, as revenue monthly. October 2025 financials incorporate a one-time adjustment to reclassify $52,498 from deferred revenue to revenues to allow for reporting of the BRCTB fund balances.

	Jan 26	Budget	Jul '25 - Jan 26	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	353,182	3,034,293	15,685,674	21,240,047	36,411,510
4120 · State Funding Source	1,272,525	511,719	3,127,110	3,582,036	6,140,634
4130 · Local Source	514,876	582,750	2,894,031	4,079,250	6,993,000
42000 · Local Match Per Capita	15,414	15,414	107,899	107,898	184,967
4280 · Interest Income	5,042	4,167	37,717	29,167	50,000
4281 · BRCTB VIP Interest Income	169		3,489		
4285 · Rent Income	335	2,333	13,715	16,333	28,000
4139 · Reserve Transfers	0	2,167	0	15,167	26,000
Total Income	2,161,543	4,152,843	21,869,634	29,069,898	49,834,111
Gross Profit	2,161,543	4,152,843	21,869,634	29,069,898	49,834,111
Expense					
61000 · Personnel	145,772	151,683	1,004,172	1,061,780	1,820,194
6900 · Reimb. Overhead Allocation	0	0	0	(0)	0
6240 · Advertising / Marketing	2,076	2,995	13,647	20,963	35,936
62394 · Audit -Legal Expenses	807	3,233	6,222	22,633	38,800
6258 · Bank Charges	80	63	328	438	750
6260 · COGS	0	417	2,363	2,917	5,000
6281 · Dues	654	1,007	10,570	7,051	12,087
6242 · Employee Hiring & Recruitment	75		399		
62850 · Insurance	576	668	4,532	4,678	8,020
6345 · Janitorial Service	0	417	5,741	2,917	5,000
6450 · Meeting Expenses	79	671	5,485	4,697	8,052
6310 · Postage	18	91	704	639	1,096
62890 · Printing/Copier	157	414	1,365	2,900	4,971
6390 · Professional Dev & Meetings	765	2,121	13,798	14,845	25,449
6320 · Rent	12,968	11,546	67,814	80,824	138,555
6280 · Subscription-Publications	64	348	510	2,433	4,170
6290 · Supplies	135	953	4,583	6,673	11,440
63210 · Technology & Equipment	5,557	4,221	25,430	29,546	50,651
6600 · Telephone & Internet Service	1,446	1,370	9,965	9,591	16,441
6380 · TJPDC Contractual Services	1,138	4,102	18,677	28,713	49,222
63300 · Travel	2,913	4,505	24,190	31,536	54,062
9999 · Miscellaneous	0	9,296	0	65,071	111,551
Total Expense	175,279	200,121	1,220,493	1,400,844	2,401,446
Net Ordinary Income	1,986,264	3,952,722	20,649,140	27,669,054	47,432,665
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	3,500	22,896	274,623	160,272	274,752
83000 · HOME Pass-Through	0	112,136	438,911	784,952	1,345,632
84000 · Grants Pass-Through	1,965,758	3,817,690	19,837,350	26,723,830	45,812,280
Total Other Expense	1,969,258	3,952,722	20,550,884	27,669,055	47,432,665
Net Other Income	(1,969,258)	(3,952,722)	(20,550,884)	(27,669,055)	(47,432,665)
Net Income	**17,006**	**(0)**	**98,256**	**(0)**	**0**

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of January 31, 2026

	Jan 31, 26	Jan 31, 25	$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,681,781.93	1,024,095.75	657,686.18
1189 · Capital Reserve	443,872.00	946,358.00	-502,486.00
Total Checking/Savings	2,125,653.93	1,970,453.75	155,200.18
Accounts Receivable			
1190 · Receivable Grants	5,299,044.57	10,202,475.12	-4,903,430.55
Total Accounts Receivable	5,299,044.57	10,202,475.12	-4,903,430.55
Other Current Assets			
1310 · Prepaid Rent	2,025.00	2,025.00	0.00
1330 · Prepaid Insurance	3,387.06	3,142.46	244.60
1360 · Prepaid Other	6,894.70	9,744.30	-2,849.60
1365 · Prepaid County Advance VATI	2,239,723.31	0.00	2,239,723.31
Total Other Current Assets	2,252,030.07	14,911.76	2,237,118.31
Total Current Assets	9,676,728.57	12,187,840.63	-2,511,112.06
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	-127,401.39	-121,364.67	-6,036.72
Total Fixed Assets	9,306.29	15,343.01	-6,036.72
TOTAL ASSETS	**9,686,034.86**	**12,203,183.64**	**-2,517,148.78**
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,191,368.09	9,984,741.94	-4,793,373.85
Total Accounts Payable	5,191,368.09	9,984,741.94	-4,793,373.85
Credit Cards			
2155 · Accounts Payable Credit Card	6,112.76	10,449.60	-4,336.84
Total Credit Cards	6,112.76	10,449.60	-4,336.84
Other Current Liabilities			
2159 · Accrued Expenses	5,646.69	5,150.81	495.88
2160 · Accrued Payroll Payable	5,455.85	14,132.36	-8,676.51
2465 · VRS Optional Life Payable	0.00	0.01	-0.01
2468 · VRS Defined Benefit Payable	0.00	0.01	-0.01
2750 · Cigarette Tax Refunds Payable	207.76	0.00	207.76
2800 · Deferred Revenue	2,660,394.62	566,114.52	2,094,280.10
Total Other Current Liabilities	2,671,704.92	585,397.71	2,086,307.21
Total Current Liabilities	7,869,185.77	10,580,589.25	-2,711,403.48
Long Term Liabilities			
2200 · Leave Payable	78,269.14	52,822.60	25,446.54
Total Long Term Liabilities	78,269.14	52,822.60	25,446.54
Total Liabilities	7,947,454.91	10,633,411.85	-2,685,956.94
Equity			
3000 · General Operating Fund	1,187,145.43	534,085.64	653,059.79
3100 · Restricted Capital Reserve	443,872.00	946,358.00	-502,486.00
3600 · Net Investment in Fixed Assets	9,306.29	15,343.01	-6,036.72
Net Income	98,256.23	73,985.14	24,271.09
Total Equity	1,738,579.95	1,569,771.79	168,808.16
TOTAL LIABILITIES & EQUITY	**9,686,034.86**	**12,203,183.64**	**-2,517,148.78**

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	SEPTEMBER 2025	OCTOBER 2025	NOVEMBER 2025	DECEMBER 2025	JANUARY 2026	YEAR TO DATE FY26	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY27+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY26
299	State Support to PDC (DHCD)	$ 145,098								$ -	$ -	$ -	$ -	$ 145,098
112	TJPDC Corporation	$ 2,744	$ 254	$ 414	$ 451	$ 583	$ 550	$ -	$ 493	$ 2,744	$ -	$ -	$ 2,744	$ (0)
110	Bank Interest	$ 37,717	$ 5,673	$ 5,691	$ 5,474	$ 5,529	$ 5,161	$ 5,146	$ 5,042	$ 37,717	$ -	$ -	$ 37,717	$ -
760	BRCTB One-time Adjust + Bank Interest (VIP)	$ 53,200				$ 52,684	$ 174	$ 173	$ 169	$ 53,200	$ -	$ -	$ 53,200	$ -
120	SCRC	$ 23,384	$ 638	$ 127	$ 4,224	$ -	$ -	$ -	$ -	$ 4,989	$ 18,395		$ 23,384	$ 0
170/171	Rural Transportation	$ 58,000	$ 4,318	$ 4,393	$ 4,379	$ 6,487	$ 3,295	$ 3,759	$ 4,341	$ 30,973	$ -	$ -	$ 30,973	$ 27,027
273	Water Street Center & Office Leases	$ 13,715	$ 2,325	$ 2,295	$ 2,155	$ 2,155	$ 2,295	$ 2,155	$ 335	$ 13,715	$ -	$ -	$ 13,715	$ -
277	Legislative Liaison	$ 114,245	$ 5,285	$ 8,175	$ 13,087	$ 18,500	$ 15,084	$ 9,884	$ 15,233	$ 85,248	$ -	$ -	$ 85,248	$ 28,997
278	VAPDC-ED	$ 56,100	$ 4,675	$ 4,890	$ 4,675	$ 4,942	$ 5,033	$ 4,675	$ 4,675	$ 33,565	$ -	$ -	$ 33,565	$ 22,535
296	Member Per Capita	$ 202,917	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 15,414	$ 107,899	$ -	$ 9,899	$ 107,899	$ 85,119
303	Solid Waste	$ 11,235	$ 526	$ 106	$ 1,774	$ 595	$ 2,714	$ 957	$ 3,387	$ 10,060	$ -	$ -	$ 10,060	$ 1,175
306.1	Louisa Co - Comp Plan	$ 17,546						$ 5,445	$ 5,744	$ 11,188	$ -	$ -	$ 11,188	$ 6,358
907	WIP Phase III - Contract #8	$ 58,000	$ 6,875	$ 4,558	$ 5,647	$ 8,223	$ 6,358	$ 6,262	$ -	$ 37,922	$ 20,078		$ 58,000	$ -
907	WIP Phase III - Contract #9	$ 58,000					$ -	$ -	$ 5,572	$ 5,572		$ 29,000	$ 5,572	$ 23,428
908	RRBC	$ 11,235	$ 1,272	$ 2,135	$ 5,592	$ 113	$ -	$ -	$ 27	$ 9,140	$ -	$ -	$ 9,140	$ 2,095
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	$ -												
172	Safe Streets and Roads for All (SS4A)	$ 84,259	$ 1,814	$ 5,703	$ 3,989	$ 159	$ 384	$ 391	$ -	$ 12,440	$ 70,533	$ -	$ 82,973	$ 1,286
	SS4A Pass-Thru	$ 985,647	$ 38,490	$ 18,830	$ 18,065	$ -	$ -	$ -	$ -	$ 75,385	$ 910,262	$ -	$ 985,647	$ 0
180-25	Mobility Management - 2025	$ 194,790	$ 12,927	$ 13,031	$ 14,936	$ -	$ -	$ -	$ -	$ 40,893	$ 153,896	$ -	$ 194,790	$ (0)
	Mobility Management Pass-Thru - 2025	$ 11,831			$ -	$ -	$ -	$ -	$ -	$ -	$ 11,831	$ -	$ 11,831	$ -
180-26	Mobility Management - 2026 (5310 other capital)	$ 307,237			$ -	$ 16,967	$ 10,950	$ 15,666	$ 21,498	$ 65,081	$ -	$ 84,985	$ 65,081	$ 157,171
	Mobility Management - 2026 Cap Pass-Thru	$ 2,533			$ -	$ -	$ 2,533	$ -	$ -	$ 2,533	$ -	$ -	$ -	$ 2,533
180-26.1	Mobility Management - 2026 (5310 operating)	$ -			$ -	$ -	$ -	$ -		$ -	$ -	$ -	$ -	$ -
	Mobility Management Pass-Thru - 2026	$ 6,053			$ -	$ -	$ -	$ -	$ 211	$ 211	$ -	$ 1,513	$ 211	$ 4,328
180B-Local	Mobility Management - Branding / Other	$ 17,473	$ 231	$ 501	$ 758	$ 169	$ 358	$ 2,140	$ 1,403	$ 5,559	$ 9,787	$ -	$ 15,346	$ 2,128
	Mobility Management Pass-Thru	$ 30,027			$ -	$ -	$ -	$ -	$ -	$ -	$ 30,027	$ -	$ 30,027	$ -
180C-RTAP	Mobility Management - RTAP Grant	$ 5,825	$ -	$ 1,031		$ -	$ 396	$ -	$ -	$ 1,427	$ 4,398	$ -	$ 5,825	$ -
180D-TAF	PATH - Transportation Asst. Fund	$ 5,000	$ -	$ 247	$ 362	$ 801	$ 355	$ -	$ 972	$ 2,736	$ 424	$ -	$ 3,160	$ 1,840
181	RTP/CARTA - Admin	$ 61,000	$ 5,980	$ 2,896	$ 7,350	$ 9,808	$ 6,833	$ 3,964	$ 3,326	$ 40,156	$ -	$ -	$ 40,156	$ 20,844
185	CARTA Prioritization Plan - Admin	$ 40,000			$ -	$ -	$ 302	$ 2,756	$ 3,673	$ 6,730	$ -	$ 10,000	$ 6,730	$ 23,270
	CARTA Prioritization Plan Pass-Thru	$ 160,000			$ -	$ -	$ -	$ 7,807	$ 3,500	$ 11,307	$ -	$ 40,000	$ 11,307	$ 108,693
190/195/198	MPO-PL	$ 308,793	$ 29,829	$ 18,573	$ 23,739	$ 31,213	$ 18,491	$ 20,387	$ 32,254	$ 174,487	$ -	$ -	$ 174,487	$ 134,306
191/196/199	MPO-FTA	$ 132,384	$ 19,942	$ 15,132	$ 15,550	$ 14,962	$ 8,142	$ 9,663	$ 10,366	$ 93,755	$ -	$ -	$ 93,755	$ 38,629
193/193.1/193.3	Rideshare - Admin (includes RTAP Grants)	$ 189,533	$ 14,499	$ 17,942	$ 11,345	$ 11,656	$ 10,886	$ 11,721	$ 10,861	$ 88,911	$ -	$ 3,759	$ 88,911	$ 96,862
726	HOME ARP - Admin	$ 367,841	$ 1,766	$ 2,533	$ 3,428	$ 4,582	$ 5,122	$ 4,719	$ 3,663	$ 25,814	$ 164,274	$ 159,246	$ 190,088	$ 18,507
	HOME ARP Pass-Thru	$ 2,084,430	$ 20,438	$ 4,013	$ 1,100	$ 115,041	$ -	$ 248,473	$ -	$ 389,065	$ 132,875	$ 1,540,891	$ 521,940	$ 21,599
727-22	HOME-22 TJPDC Admin	$ 74,783	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 74,783	$ -	$ 74,783	$ -
	HOME-22 Pass-Thru	$ 698,069	$ -	$ 7,234	$ 12,290	$ -	$ 3,419	$ -	$ -	$ 22,943	$ 401,916	$ 74,038	$ 424,859	$ 199,171
727-23	HOME-23 TJPDC Admin	$ 78,529	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 78,529	$ -	$ 78,529	$ -
	HOME-23 Pass-Thru	$ 718,217	$ -	$ -	$ 7,766	$ 17,871	$ 1,266	$ -	$ -	$ 26,903	$ 206,577	$ 306,984	$ 233,480	$ 177,753
727-24	HOME-24 TJPDC Admin	$ 65,111	$ 2,614	$ 3,992	$ 1,980	$ 1,433	$ 641	$ 2,167	$ 1,770	$ 14,597	$ 183	$ 38,957	$ 14,780	$ 11,374
	HOME-24 Pass Thru	$ 586,000	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 79,475	$ 303,915	$ 79,475	$ 202,610
727-25	HOME-25 TJPDC Admin	$ 68,701				$ -	$ -	$ -	$ -	$ -		$ 51,526	$ -	$ 17,175
	HOME-25 Pass Thru	$ 618,308				$ -	$ -	$ -	$ -	$ -		$ 463,731	$ -	$ 154,577
728-23	Housing Preservation Grant-23 - Admin	$ 32,838			$ 973	$ -	$ -	$ -	$ -	$ 973	$ 31,865	$ -	$ 32,838	$ -
	HPG-23 Pass-Thru	$ 179,597	$ 3,200	$ 6,298	$ -	$ -	$ -	$ -	$ -	$ 9,498	$ 170,099	$ -	$ 179,597	$ 0
728-24	Housing Preservation Grant-24 - Admin	$ 20,370	$ 4,049.75	$ 3,977.76	$ 1,109.83	$ 2,092.98	$ 1,321.03	$ 2,453.64	$ 1,353	$ 16,357.54	$ 4,012.01	$ -	$ 20,370	$ -
	HPG-24 Pass-Thru	$ 115,427	$ 26,319	$ 3,702	$ -	$ 5,200	$ -	$ -	$ -	$ 35,221	$ 55,131	$ -	$ 90,352	$ 25,075
728-25	Housing Preservation Grant-25 - Admin	$ 10,992							$ 322	$ 322	$ -	$ 2,748	$ 322	$ 7,922
	HPG-25 Pass-Thru	$ 62,289							$ -	$ -	$ -	$ 15,572	$ -	$ 46,717
729	Regional Housing Partnership	$ 49,501	$ 1,757	$ 2,576	$ 15,381	$ 4,865	$ 2,676	$ 3,422	$ 2,607	$ 33,284	$ -	$ -	$ 33,284	$ 16,218
730.1/730.2/730.3	RHP Housing Study	$ 138,727	$ 7,491	$ 5,901	$ 4,625	$ 4,012	$ 1,562	$ 1,269	$ 2,548	$ 27,407	$ 37,139	$ 44,546	$ 64,546	$ 29,635
	RHP Housing Study Pass-Thru	$ 148,330	$ -			$ -	$ -	$ -	$ -	$ -	$ -	$ 48,141	$ -	$ 100,189
733	VA Housing Development - Admin	$ 199,500	$ 3,760	$ 1,505	$ 2,170	$ 3,551	$ 2,783	$ 2,657	$ 2,965	$ 19,391	$ 152,805.72	$ 7,000	$ 172,197	$ 20,303
	VA Housing Pass-Through	$ 1,800,500	$ -	$ -	$ 183,450	$ -	$ -	$ -	$ -	$ 183,450	$ 1,616,728.11		$ 1,800,178	$ 322
760	Blue Ridge Cigarette Tax Board	$ 130,466	$ 11,253	$ 7,027	$ 9,809	$ 9,662	$ 10,411	$ 7,859	$ 10,085	$ 66,106	$ -	$ -	$ 66,106	$ 64,360
	Cig Tax Pass-Through	$ 3,259,537	$ 304,403	$ 279,820	$ 289,486	$ 298,589	$ 248,082	$ 272,658	$ 249,249	$ 1,942,288	$ -	$ -	$ 1,942,288	$ 1,317,249
761	VATI 22 - Admin	$ 875,000	$ 15,740	$ 14,224	$ 11,639	$ 13,191	$ 8,799	$ 10,176	$ 13,289	$ 87,058	$ 677,906	$ 98,523	$ 764,964	$ 11,514
	VATI 22 Pass-Through	$ 117,850,904			$ 6,074,073	$ 324,259	$ -	$ 7,880,757	$ 261,541	$ 14,540,629	$ 81,354,997	$ 9,990,853	$ 95,895,626	$ 11,964,425
762	VATI 24 - Admin	$ 280,062	$ 3,125	$ 5,806	$ 5,288	$ 4,314	$ 4,191	$ 6,640	$ 3,243	$ 32,607	$ 41,241	$ 103,957	$ 73,848	$ 102,257
	VATI 24 Pass-Through	$ 13,008,438	$ -	$ -	$ -	$ 1,848,767	$ -	$ -	$ 1,454,123	$ 3,302,890	$ -	$ 7,508,438	$ 3,302,890	$ 2,197,110
901	DEQ Septic Program - Admin	$ 18,390	$ 297	$ 1,240	$ 284	$ 495	$ 1,217	$ 263	$ 2,282	$ 6,078	$ 4,198	$ -	$ 10,277	$ 8,114
	DEQ Septic Pass-Through	$ 146,630	$ -	$ -	$ -	$ 810	$ -	$ 6,227	$ 610	$ 7,647	$ -	$ -	$ 7,647	$ 138,983
902	DEQ Rain Barrel Program	$ 10,821	$ 355	$ 425	$ 780	$ 816	$ -	$ -	$ 496	$ 2,872	$ 6,902	$ -	$ 9,774	$ 1,047
	DEQ Rain Barrel Pass-Through	$ 3,477	$ -		$ 1,949	$ -	$ -	$ -	$ -	$ 1,949	$ -	$ -	$ 1,949	$ 1,528
903	DEQ Reg'l Water Supply Planning	$ 18,124	$ 2,439	$ 2,374	$ -	$ -	$ -	$ -	$ 1,236	$ 6,049	$ 4,071	$ -	$ 10,120	$ 8,004
	TOTAL - All Programs	$ 147,211,983	$ 579,974	$ 494,731	$ 6,786,546	$ 2,860,510	$ 407,197	$ 8,578,105	$ 2,159,878	$ 21,866,942	$ 86,610,573	$ 20,939,541	$ 108,474,982	$ 17,797,460
	Pass Thru Sub-totals	$ 142,476,242	$ 392,850	$ 319,897	$ 6,588,179	$ 2,610,537	$ 255,300	$ 8,415,922	$ 1,969,235	$ 20,551,919	$ 84,969,917	$ 20,294,077	$ 105,519,302	$ 16,662,863

$ 170,459	12 month average - Operating Expenses
$ 171,927	3 month average - Operating Expenses
$ 175,279	last month - Operating Expenses

Total Grant Funds Remaining	$ 17,797,460
Pass-through funds	$ 16,662,863
TJPDC Available Funds	$ 1,134,598
Average Funds Available per Month	$ 226,920

Thomas Jefferson Planning District Commission
Executive Director Evaluation by Staff

Christine Jacobs
Executive Director

____
Date Evaluation Submitted

INSTRUCTIONS:
For each job factor listed on the following pages, rate the Executive Director using the rating scale shown below. Select a numerical assignment in the space to the right of each factor.

RATING SCALE:
Numerical Rating/Description
3 – Exceeds Expectations
2 – Meets Expectations
1 – Does Not Meet Expectations

For example, under the first job factor entitled "Relationship with the Staff," select an assignment number next to each item. If you describe the rating of the following item, "Keeps Staff informed of organized activities, progress, and problems," as "Meets Expectations" then the numerical assignment you should select in the space indicated next to that item would be a 2.

The job factors being rated are:

- Relationship with the Staff
- Management Skills and Abilities
- Fiscal Management
- Personal and Professional Attributes
- Community and Public Relations
- Effective Leadership of Staff

1. **Relationship with the Staff**

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Keeps Staff informed of activities, progress, and problems			
Is receptive to staff's ideas and suggestions			
Facilitates inclusive decision-making process			
Accepts staffs' criticism as constructive suggestions for improvement			
Gives constructive criticism in a friendly, firm, and positive way			
Follows up on problems and issues brought to the Executive Director's attention			
Is accessible, approachable, and available when needed			
Additional Comments:			

2. **Management Skills and Abilities**

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Maintains a smooth-running administrative office			
Prepares all necessary reports and keeps accurate records			
Speaks, writes, and communicates clearly			
Clearly shares organizational goals and objectives in alignment with the approved strategic plan			
Plans well in advance			
Is progressive in attitude and action			
Effectively balances multiple priorities simultaneously			
Adequately follows through on activities and set plans			
Is open to new ideas and receives suggestions respectfully			
Demonstrates strong organizational skills			
Delegates effectively			
Additional Comments:			

3. **Fiscal Management**

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Includes Staff in budget planning and preparation			
Displays common sense and good judgment in business decisions			
Adequately monitors, manages, and supervises fiscal activities of the organization			
Provides sufficient financial information for staff review			
Additional Comments:			

4. **Personal and Professional Attributes**

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Maintains knowledge of current developments affecting the practice of regional government management			
Sets a professional example by handling affairs of the public office and staff in a fair and impartial manner			
Projects professional demeanor			
Participates in professional activities			
Avoids unnecessary controversy			
Anticipates and analyzes problems to develop effective approaches for solving them			
Externally represents the organization in a positive and professional manner			
Actively promotes the organization to the public			
Additional Comments:			

5. **Effective Leadership of Staff**

	3 – Exceeds Expectations	2 – Meets Expectations	1 - Does Not Meet Expectations
Recruits and hires competent personnel for staff positions			
Provides opportunities for staff development within budget constraints			
Develops and implements an effective personnel policy			
Maintains high staff productivity			
Adequately supports staff during transitions			
Encourages directors to make decisions within their departments with minimal executive involvement, yet maintains general control of operations by providing the right amount of communication to staff			
Instills confidence and promotes initiative in staff through supportive rather than restrictive controls for their programs while still monitoring operations			
Develops and maintains an informal relationship with staff, yet maintains the professional dignity of the executive director’s position			
Sustains or improves staff performance by evaluating the performance of direct reports at least annually, setting goals and objectives with them, periodically assessing their progress, and providing appropriate feedback			
Encourages teamwork, innovation, and effective problem-solving among staff members			
Additional Comments:			

6. Additional Comments related to this performance evaluation:

Thomas Jefferson Planning District Commission
Executive Director
Performance Evaluation
Evaluation period: April 1, 2023, to April 1, 2024

Christine Jacobs
____
Executive Director's Name

____
TJPD Commissioner's Name

____
Date Submitted

INSTRUCTIONS

Each member of the governing body should complete this evaluation form by April 15, 2024. Email completed evaluation forms to Chair Ned Gallaway at ngallaway@albemarle.org. All evaluations received by the deadline will be summarized into a performance evaluation to be presented by the governing body to the executive director as part of the agenda of the closed session at the regularly scheduled May 2, 2024 commission meeting.

This evaluation form contains eight (8) categories of evaluation criteria. Each category contains several statements to describe behavior standards in that category. For each category, use the following scale to indicate your rating of the executive director's performance.

3 = Exceeds Expectations (almost always exceeds the expected performance standard)
2 = Meets Expectations (generally meets the expected performance standard)
1 = Does Not Meet Expectations (rarely meets the expected performance standard)

Any item scored 'n/a' will be interpreted as *'not applicable' or 'unable to assess.'*

The job factors being rated are:
- Individual Characteristics
- Professional Skills and Status
- Relationships with Commissioners
- Service to Member Jurisdictions
- Fiscal Management
- Reporting and Communication
- Staffing
- Supervision

This evaluation form also contains a provision for entering narrative comment. Provide any comments you believe appropriate and pertinent to the executive director's performance.

PERFORMANCE CATEGORY SCORING

1. **INDIVIDUAL CHARACTERISTICS**
   - Diligent and thorough in the discharge of duties, “self-starter”
   - Exercises good judgement
   - Displays enthusiasm, cooperation, and willingness to adapt
   - Exhibits composure, appearance, and attitude appropriate for executive position

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

2. **PROFESSIONAL SKILLS AND STATUS**
   - Maintains knowledge of current developments affecting the practice of regional government management
   - Maintains a smooth-running administrative office
   - Proposes annual organizational goals and objectives in alignment with the agency’s strategic plan
   - Plans well in advance
   - Is progressive in attitude and action
   - Adequately follows through on a set of plans
   - Avoids unnecessary controversy
   - Anticipates and analyzes problems to develop effective approaches for solving them
   - Willing to try new ideas proposed by governing body members and/or staff
   - Sets a professional example by handling affairs of the public office in a fair and impartial manner
   - Projects a professional demeanor
   - Participates in professional activities

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

3. **RELATIONSHIP WITH COMMISSIONERS**
   - Carries out directives of the body as a whole as opposed to those of any one member or minority group
   - Sets meeting agendas that reflect the guidance of the governing body and avoids unnecessary involvement in administrative actions
   - Disseminates complete and accurate information equally to all members in a timely manner
   - Assists by facilitating decision making without usurping authority
   - Responds well to advice and constructive criticism
   - Maintains appropriate professional relationships with commissioners
   - Is accessible when needed

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

4. **SERVICE TO TJPDC MEMBER JURISDICTIONS**
   - Develops and maintains relationships with member jurisdictions' staff members
   - Understands and stays current on the needs of the counties and city and other agencies served
   - Focuses the appropriate amount of activity on serving the needs of our counties and city
   - Accepts criticism from the representatives of the member jurisdictions and agencies; serves and responds appropriately
   - Helps the commission address future needs in the region and develops adequate plans to address long term trends and take advantage of associated opportunities
   - Develops and maintains relationships with state and federal agencies that support the region's needs

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

5. **FISCAL MANAGEMENT**
   - Prepares a balanced budget to provide services at a level directed by the commission
   - Makes the best possible use of available funds, conscious of the need to operate the regional government efficiently and effectively
   - Prepares a budget and budgetary recommendations in an intelligent and accessible format
   - Displays common sense and good judgement in business transactions
   - Ensures actions and decisions reflect an appropriate level of responsibility for financial planning and accountability
   - Appropriately monitors and manages fiscal activities of the organization

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

6. **REPORTING AND COMMUNICATION**
   - Provides regular information and reports to the governing body concerning matters of importance to the commission
   - Keeps accurate records
   - Speaks, writes, and communicates clearly
   - Responds in a timely manner to requests from the commission for special reports
   - Takes the initiative to provide information, advice, and recommendations to the on matters that are non-routine and not administrative in nature
   - Reports produced by the manager are accurate, comprehensive, concise and written to their intended audience
   - Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny
   - Represents the organization in a positive and professional manner
   - Actively promotes the organization in public

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

7. STAFFING

- Recruits and retains competent personnel for staff positions
- Applies an appropriate level of supervision to improve any areas of substandard performance
- Professionally manages the compensation and benefits plan
- Promotes training and development opportunities for employees at all levels of the organization

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

8. SUPERVISION

- Encourages directors to make decisions within their departments with minimal executive involvement, yet maintains general control of operations by providing the right amount of communication to the staff
- Instills confidence and promotes initiative in subordinates through supportive rather than restrictive controls for their programs while still monitoring operations
- Develops and maintains a friendly and informal relationship with the staff and work force in general, yet maintains the professional dignity of the executive director's position
- Sustains or improves staff performance by evaluating the performance of staff members at least annually, setting goals and objectives for them, periodically assessing their progress, and providing appropriate feedback
- Encourages teamwork, innovation, and effective problem-solving among the staff members

n/a Score (*3-Exceed Expectations, 2=Meets Expectations, 1=Does Not Meet Expectations)*

Narrative Responses on Next Page

NARRATIVE EVALUATION

What would you identify as the executive's strength(s), expressed in terms of the principle results achieved during the rating period?

What performance area(s) would you identify as most critical for improvement?

What constructive suggestions or assistance can you offer the executive director to enhance performance?

What other comments do you have for the executive director; e.g., priorities, expectations, goals or objectives for the new rating period?

Amended Memorandum of Agreement (MOA)
Between
The Thomas Jefferson Planning District Commission (TJPDC)
and
TJPDC Corporation

Purpose:
This purpose of this Memorandum of Agreement (MOA) is to define the relationship between the Thomas Jefferson Planning District Commission (TJPDC), a political subdivision of the Commonwealth, and TJPDC Corporation, a 501(c)(3) non-profit organization, in order to achieve the following objectives:

- Further TJPDC's mission to serve its local governments (City of Charlottesville and the Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson in Central Virginia) by providing regional vision, collaborative leadership, and professional service to develop effective solutions.
- Further the mission of the TJPDC Corporation, which is to promote regional cooperation and collaboration among government, the private sector, and community organizations to improve the quality of life for citizens in the planning district (City of Charlottesville and Counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson in Central Virginia). The Corporation assists community efforts in the areas of housing, environment, community development, transportation, workforce and economic development, local food, arts, and universal design. It actively supports the work of the Thomas Jefferson Planning District Commission (TJPDC) by broadening the funding base for TJPDC initiatives and acting as an 'implementation arm' for selected projects. The TJPDC Corporation is intended to be tied to the mission and activities of the Thomas Jefferson Planning District Commission (TJPDC).

Role of the Thomas Jefferson Planning District Commission (TJPDC):

- House the TJPDC Corporation within the physical office and organizational structure of the TJPDC.
- Work cooperatively with the TJPDC Corporation to identify projects, partners and funding sources that are appropriate for the non-profit organization.
- Ensure that a Director representing each locality is appointed by the Commission to serve on the TJPDC Corporation Board, including at least four (4) active Commissioners.
- Provide financial record-keeping, including preparing checks, monthly profit and loss statements by program, and balance sheets. Include the financial review of TJPDC Corporation in the engagement for audit services.

Role of TJPDC Corporation:

- TJPDC Corporation will undertake activities that are connected to the mission, purpose, and work products of the TJPDC. Some activities will be based on planning work carried out by the TJPDC and other activities will result from partnerships with one or more programs, organizations, and/or localities in the planning district.
- TJPDC Corporation will utilize TJPDC staff to carry out its work. Staff hours will be tracked by timesheet, with parallel project numbers for both TJPDC and TJPDC Corporation. TJPDC Corporation will pay TJPDC for hours worked on an hourly rate basis to cover salary, fringe benefits, plus the current indirect cost rate as approved by TJPDC's cognizant agent, which is required by GAAP accounting principles for public bodies to cover the costs of office space, equipment, administrative support, and financial reporting.
- TJPDC Corporation will pay TJPDC for costs of copies and postage for its programs. As a related party transaction, TJPDC Corporation will pay TJPDC for copies using rates calculated to represent the actual cost of the copies.
- Maintain an active Board of Directors to provide governance of the TJPDC Corporation. The Board shall include 6 representatives appointed by the TJPDC, with at least four of these being current TJPDC.
- Secure appropriate and adequate insurance prior to commencing services to cover any liability incurred by the

Directors and Officers and volunteers. Provide a certificate of insurance to TJPDC prior to entering into private homes or providing services.

Revenue, Expenses, and Staffing:

As the TJPDC Corporation generates some amount of revenue during its operations, and has expenses of staffing and direct costs, the TJPDC Corporation and TJPDC agree to the following:

- The TJPDC Corporation will pay direct costs out of revenue first, then utilize savings when revenue is depleted.
- The TJPDC will not invoice the TJPDC Corporation for staff time until the amount in the TJPDC Commission's approved annual budget for the Corporation as a program has been exceeded.
- The TJPDC Corporation will pay for staff time out of revenue until that year's revenue has been depleted. The TJPDC will use discretion on providing further staff time through amending the program budget for the remainder of the fiscal year, while still maintaining the core operations of the Corporation.

This agreement shall commence July 1, 2026, and shall continue until amended or terminated by one or both parties, conveyed in writing with 30 days' notice.

ACCEPTED and AGREED to:

Thomas Jefferson Planning District Commission	**TJPDC Corporation**
________________________________	________________________________
Christine Jacobs, Executive Director	Ernie Reed, Chair
Date: ____________________________	Date: ____________________________

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ACCEPTED and AGREED to:

Thomas Jefferson Planning District Commission	**TJPDC Corporation**
___________________________________	___________________________________
Christine Jacobs, Executive Director	Ernie Reed, Chair
Date: ______________________________	Date: ______________________________

TJPDC - FY26 Operating Budget

			06.05.2025	03.05.2026
	$0.64 per capita	$0.66 per capita	$0.68 per capita	$0.68 per capita
Revenue	***FY24 Actual***	***FY25 Actual***	***FY26 Projected***	***FY26 Amended***
Federal	$26,941,918	$37,858,276	$36,411,510	$32,818,414
State	$838,859	$1,398,384	$6,140,634	$4,185,992
Local	$8,579,291	$5,936,127	$6,993,000	$4,852,234
Local per capita	$171,054	$160,463	$184,967	$184,967
Interest Income	$61,276	$69,118	$50,000	$62,340
Rent Income	$26,098	$28,270	$28,000	$18,514
Reserves Transfer/CIP	$11,197	$31	$26,000	$0
Total Revenue	$36,629,693	$45,450,668	$49,834,111	$42,122,461
Operating Expenses				
Personnel Costs				
Salaries	$998,838	$1,148,114	$1,488,530	$1,428,249
Fringe and Release	$225,045	$283,443	$331,663	$299,261
Total Personnel	$1,223,883	$1,431,557	$1,820,194	$1,727,510
Direct Costs				
Overhead Allocation	$0	$0	$0	$0
Nonreimbursable Overhead	$0	$0	$0	$0
Contingency	$0	$0	$111,552	$29,432
Postage	$326	$929	$1,096	$1,396
Subscriptions	$317	$847	$4,170	$1,390
Supplies/COGS	$15,132	$17,894	$16,440	$32,606
Audit-Legal	$28,753	$28,335	$38,800	$29,380
Advertising	$20,883	$27,212	$35,936	$40,242
Meeting Expenses	$4,383	$6,273	$8,052	$8,275
TJPDC Contractual	$77,341	$54,448	$49,222	$30,565
Dues	$10,924	$10,901	$12,837	$14,201
Insurance	$7,406	$8,026	$8,020	$7,932
Printing/Copy	$2,539	$3,038	$4,971	$3,287
Rent	$104,296	$107,343	$138,555	$132,652
Equip/Data Use	$26,592	$51,296	$50,651	$50,270
Capital & Leases	$0	$0	$0	$0
Telephone	$16,079	$16,836	$16,441	$17,441
Travel-Vehicle	$32,766	$40,424	$51,561	$48,812
Janitorial	$2,545	$1,751	$5,000	$10,000
Professional Development	$16,628	$33,274	$25,448	$24,540
Total Other Costs	*$366,910*	*$408,827*	*$578,752*	*$482,421*
TOTAL OPERATING EXPENSES	$1,590,793	$1,840,383	$2,398,946	$2,209,931
Net Ordinary Income - Pass Through $	$34,578,718	$43,459,711	$47,435,165	$39,912,530
Other				
HOME Pass Through	$775,261	$350,494	$1,345,632	$1,090,044
HPG Pass Through	$168,632	$190,063	$120,342	$116,003
Cigarette Tax Pass Through	$2,683,169	$3,167,406	$3,259,537	$3,386,077
VATI Broadband Pass Through	$29,941,546	$38,036,495	$42,432,402	$34,289,907
Other Grants Pass Through	$1,010,110	$1,715,253	$277,252	$920,017
Total Other Expenses	*$34,578,718*	*$43,459,711*	*$47,435,165*	*$39,802,049*
Net Other Income	-$26,615,515	-$26,615,515	-$47,435,165	-$39,802,049
Net Income	**$460,182**	**$150,574**	**$0**	**$110,481**

*Includes $55,286 760-BRCTB Gains/Deferred Revenue to Fund Balance

FY26 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		$29,432				
273	WSC & Offices						$18,514
110	Interest Income					$58,000	
301	Charlottesville				$34,770		
302	Albemarle				$78,981		
304	Fluvanna				$19,186		
305	Greene				$14,532		
306	Louisa				$27,495		
307	Nelson				$10,005		
	Unknown Source/Reserve Transfer/CIP			$0			
TRANSPORTATION							
	Rural Transportation						
170	Rural Admin	$12,800					
171	Rural Transportation Planning	$45,200					
	Transit and Mobility Planning						
180-25	PATH/Mobility Management FFY25	$34,079	$6,816				
180-26	PATH/Mobility Management FFY26 Capital	$172,695	$34,539				
180-26.1	PATH/Mobility Management FFY26 Operating	$0	$0				
180B-Local	PATH/Mobility Management - Local			$7,687			
180C -RTAP	PATH/RTAP Technical Assistnce	$1,427					
180D-TAF	PATH/Travel Assistance Fund			$4,576			
181	CARTA/RTP			$61,000			
185	MERIT TA - Feasibility and Prioritization		$15,000	$15,000			
	Charlottesville-Albemarle MPO						
190/195/198	PL Funding	$254,720	$31,840				
191/196/199	FTA Funding	$117,675	$14,709				
	Rideshare						
193	Rideshare/TDM - DPRT		$146,798	$36,699			
193.3	Rideshare/RTAP	$2,276					
	Other Transportation						
172	Safe Streets and Roads for All (SS4A)	$9,205		$4,522			
HOUSING AND NONPROFIT							
726	HOME-ARP	$44,321					
727-22	HOME Consortium Admin-22	$0					
727-23	HOME Consortium Admin-23	$0					
727-23.1	HOME Consortium Admin-23.1	$0					
727-24	HOME Consortium Admin-24	$25,971					
727-25	HOME Consortium Admin-25	$0					
728-23	Housing Preservation Admin - HPG-23	$974					
728-23.1	Housing Preservation Admin - HPG-23.1	$0					
728-24	Housing Preservation Admin - HPG 24	$16,866					
728-25	Housing Preservation Admin - HPG 25	$8,244					
729	Regional Housing Partnership			$49,501			
730.1	Regional Housing Study - CIG	$0	$5,468	$0			
730.2	Regional Housing Study - CDBG	$31,556	$0	$0			
730.3	Regional Housing Study - Local	$0	$0	$14,650			
733	VA Housing - PDC		$40,016				
ENVIRONMENT							
303	Solid Waste			$13,735			
330	Hazard Mitigation	$0	$0				
901	IIJA DEQ Septic Program	$14,000					
902	IIJA DEQ Rain Barrel Program	$3,919					
903	Water Supply - RPU 1		$14,053				
907-25	WIP DEQ - CY2025	$37,922					
907-26	WIP DEQ - CY2026	$23,101					
908	RRBC			$11,235			
OTHER PROGRAMS							
112	TJPDC - Corporation			$3,240			
120	SCRC - Capacity Building	$4,989					
277	Legislative Liaison			$129,245			
278	VAPDC			$56,940			
306.1	Louisa - Comp Plan Support			$17,546			
760	Reional Cigarette Tax			$176,928		$4,340	
761	VATI 2022 - DHCD - SLFRF	$154,871	$0	$0			
761.1	VATI 2022 - DHCD - CPF	$0	$0	$0			
762	VATI 2024 - DHCD	$0	$71,437	$0			
765	BEAD	$26,500					
PASS THRU REVENUE							
170/171	Rural Transportation Planning	$0	$0	$0			
172	Safe Streets and Roads for All (SS4A)	$60,308	$0	$15,077			
180-FFY25	PATH/Mobility Management - FFY25	$0	$0	$0			
180-FFY26	PATH/Mobility Management - FFY26	$16,521	$3,304	$0			
180-FFY26.1	PATH/Mobility Management FFY26 Operating	$2,522	$2,018				
180B-Local	PATH/Mobility Management - Local	$0	$0	$0			
181	CARTA/RTP	$0	$0	$0			
185	MERIT TA - Feasibility and Prioritization		$60,000	$60,000			
330	Hazard Mitigation (In Kind Pass Through)			$0			
726	HOME-ARP Pass Through	$460,664					
727-22	Consortium HOME Pass Through-22	$222,114					
727-23	Consortium HOME Pass Through-23	$204,656					
727-24	Consortium HOME Pass Through-24	$202,610					
727-25	Consortium HOME Pass Through-25	$0					
728-23	Housing Preservation Pass Through-23	$9,498					
728-24	Housing Preservation Pass Through-24	$59,788					
728-25	Housing Preservation Pass Through-25	$46,717					
729	Regional Housing Partnership						
729.1	Regional Housing Summit						
730.1	Regional Housing Study - CIG		$64,189				
730.2	Regional Housing Study - CDBG	$36,000					
733	VA Housing - PDC Pass Through		$183,450				
760	Regional Cigarette Tax Pass Through			$3,386,077			
761	VATI 2022- DHCD Pass Through - SLFRF	$27,458,407		$287,500			
761.1	VATI 2022- DHCD Pass Through - CPF	$2,500,000	$0	$0			
762	VATI 2024 - DHCD Pass Through	$80,000	$3,462,923	$501,077			
765	BEAD	$265,000					
901	IIJA DEQ Septic Program	$146,822					
902	IIJA DEQ Rain Barrel Program	$3,477					
Total Revenues by Category		**$32,818,414**	**$4,185,992**	**$4,852,234**	**$184,967**	**$62,340**	**$18,514**
Sum Total of Revenues							**$42,122,461**

*NOTE $55,286 Gain - BRCTB one-time reclassification from Deferred Revenue to Fund Balance	*$50,946		*$4,340

FY26

Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution
			Per Capita	Direct Local Contributions						
	7/1/2024		0.68	0.1487	0.0518	0.0518	0.4200	0.3198	0.1967	
Program Code			110/300	193	303	908	277	181	729	Various
Charlottesville	51,132	18.80%	$ 34,769.76	$ 7,605.36	$ 2,648.95	$ 2,648.95	$ 21,475.44	$ 26,750.00	$ 10,057.02	$ 105,955.49
Albemarle	116,148	42.70%	$ 78,980.64	$ 17,275.82	$ 6,017.19	$ 6,017.19	$ 48,782.16	$ 26,750.00	$ 22,844.85	$ 206,667.84
Fluvanna	28,214	10.37%	$ 19,185.52	$ 4,196.54	$ 1,461.66	$ 1,461.66	$ 11,849.88	$ -	$ 5,549.34	$ 43,704.60
Greene	21,370	7.86%	$ 14,531.60	$ 3,178.57	$ 1,107.10	$ 1,107.10	$ 8,975.40	$ -	$ 4,203.21	$ 33,102.97
Louisa	40,434	14.86%	$ 27,495.12	$ 6,014.14	$ -	$ -	$ 16,982.28	$ -	$ 7,952.86	$ 58,444.40
Nelson	14,713	5.41%	$ 10,004.84	$ 2,188.41	$ -	$ -	$ 6,179.46	$ -	$ 2,893.86	$ 21,266.57
TOTALS	272,011	100.00%	$ 184,967.48	$ 40,458.84	$ 11,234.90	$ 11,234.90	$ 114,244.62	$ 53,500.00	$ 53,501.14	$ 469,141.87

Program	Per Capita	Southeast Crescent Regional Commission (SCRC)	Rural Transportation	Mobility Management - 5310	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	HUD HOME Consortium	Regional Water Supply Planning (RPU1)	Balance	Regional	Local
	Per Capita	Required Local Match									Per Commission Policy:	
	0.68	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita		75%	25%
Program Code	300	120	170/171	180	190/195/198 191/196/199	330	907-25/26	727	903	300	300	301-307
Charlottesville	$ 34,769.76	$ (7.02)	$ -	$ (2,193.53)	$ (14,228.62)	$ -	$ (2,867.71)	$ (2,819.67)	$ (1,987.27)	$ 10,665.95	$ 7,999.46	$ 2,666.49
Albemarle	$ 78,980.64	$ (15.95)	$ (7,624.74)	$ (4,982.68)	$ (32,320.77)	$ -	$ (6,514.09)	$ (6,404.96)	$ (4,514.14)	$ 16,603.30	$ 12,452.48	$ 4,150.83
Fluvanna	$ 19,185.52	$ (3.87)	$ (1,852.16)	$ (1,210.36)	$ -	$ -	$ (1,582.36)	$ (1,555.86)	$ (1,096.55)	$ 11,884.35	$ 8,913.26	$ 2,971.09
Greene	$ 14,531.60	$ (2.93)	$ (1,402.87)	$ (916.76)	$ -	$ -	$ (1,198.52)	$ (1,178.44)	$ (830.55)	$ 9,001.51	$ 6,751.13	$ 2,250.38
Louisa	$ 27,495.12	$ (5.55)	$ (2,654.36)	$ (1,734.60)	$ -	$ -	$ (2,267.71)	$ (2,229.73)	$ (1,571.49)	$ 17,031.68	$ 12,773.76	$ 4,257.92
Nelson	$ 10,004.84	$ (2.02)	$ (965.86)	$ (631.18)	$ -	$ -	$ (825.17)	$ (811.35)	$ -	$ 6,769.26	$ 5,076.95	$ 1,692.32
TOTALS	$ 184,967.48	$ (37.35)	$ (14,500.00)	$ (11,669.12)	$ (46,549.39)	$ -	$ (15,255.56)	$ (15,000.00)	$ (10,000.00)	$ 71,956.06	$ 53,967.04	$ 17,989.01

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:** <u>Staff recommends a motion to approve the consent agenda.</u>

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.

***<u>Recommended Action</u>:** 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 f $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 30th. 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 Charlottsville-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 rang 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://tjpdc.org/our-work/intergovernmental-reviews

Septic Program

- The IIJA 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 – The are four (4) years remaining in the one-time $2.45 million grant. There are large projects underway in Charlottsville, 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, lshannon@tjpdc.org or visit the website www.tjpdc.org.