

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: May 7, 2026
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since April 2, 2026. Items with an asterisk (*) require action from the Commission.

1. Call to Order

- a. Call to Order, Roll Call – *Vice Chair Payne, David Blount*
- b. *Vote to Allow Electronic Participation, if needed – *Vice Chair Payne, David Blount*

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 David Blount*)

3. Administration – *Jesse Rutherford*

- a. Presentation of the Nominating Committee's Officer Slate – *Jesse Rutherford*

The TJPDC elects officers at its June meeting. Per the bylaws, the Chair appoints a nominating committee in the April meeting, and the nominating committee presents a slate of recommended officers in the May meeting. Current officers are:

- Keith Smith, Chair
- Michael Payne, Vice Chair
- Ned Gallaway, Treasurer
- Christine Jacobs, Secretary

Historical officers include:

	Chair	Vice Chair	Treasurer
FY26	Keith Smith, Fluvanna	Michael Payne, Charlottesville	Ned Gallaway, Albemarle Phil d'Oronzio, Charlottesville (former)
FY25	Tony O'Brien, Fluvanna	Michael Payne, Charlottesville	Keith Smith, Fluvanna
FY24	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY23	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY22	Jesse Rutherford, Nelson	Dale Herring, Greene	Keith Smith, Fluvanna
FY21	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna
FY20	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna

The officer slate for FY27, as presented by the Nominating Committee, is:

	Chair	Vice Chair	Treasurer
FY27	Michael Payne, City of Charlottesville	Manning Woodward, Louisa County	Ned Gallaway, Albemarle County

4. *Presentations

a. *HOME Annual Action Plan – Laurie Jean Talun

The TJPDC serves as the administrative and planning agent for the HOME Investment Partnership's HOME Consortium through an agreement with the City of Charlottesville as the lead agency. The HOME program requires a 5-year Consolidated Plan (July 1, 2023 – June 30, 2027) and an Annual Action Plan. HUD-funded formula grants are for building, buying, and/or rehabilitating affordable housing for rent or ownership, or providing direct rental assistance to low-income households. Program Year 2026's estimated total funding is \$740,546. The Annual Action Plan's public comment period was April 15, 2026 to May 16, 2026. As the lead agency, the Charlottesville City Council will consider approval of the plan in their May 18, 2026, meeting. The finalized plan is due to HUD by June 30, 2026. A copy of the draft annual action plan, staff's presentation, and a draft resolution are included in the meeting materials.

i. *PUBLIC HEARING*

ii. *Resolution to Adopt the 2026-2027 HOME-CDBG Annual Action Plan

***Recommended Action:** Staff recommends a motion to adopt the 2026-2027 HOME/CDBG Annual Action Plan.

b. Legislative Update/Presentation – David Blount

Staff will provide an update on the 2026 legislative session. A copy of staff's presentation is included in the meeting materials.

5. *Consent Agenda – Vice Chair Payne

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

- a. *Minutes of April 2, 2025, Commission Meeting**
- b. *Minutes of April 2, 2026, Closed Session**
- c. *March Financial Reports**
 - i. March Dashboard Report
 - ii. March Consolidated Profit & Loss Statement
 - iii. March Balance Sheet
 - iv. March Accrued Revenue Report
- d. *FY26 Quarter Three (Jan-Mar) Profit and Loss Prior Year Comparison and Staff Memo**

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

6. *New Business

a. *Safe Streets and Roads for All (SS4A) FY26 Grant Submission/Resolution – Taylor Jenkins

The TJPDC has been working with our local governments to identify interest in submitting a grant application for implementation funding for safety projects within the region's Move Safely Blue Ridge Safety Action Plan. The Notice of Funding Opportunity (NOFO) was released March 27, 2026, with a May 26, 2026, deadline. Currently, interested jurisdictions are working with their local governing boards to secure final support and local match commitments. The

TJPDC would serve as the lead applicant and administrator of the grant, if awarded. As such, staff is seeking a resolution of support to submit a grant application on behalf of participating jurisdictions, pending support of the local governing boards.

***Recommended Action:** Staff recommends a motion to approve the TJPDC resolution supporting a regional Safe Streets and Roads for All Implementation Grant and, if awarded, authorizes the Executive Director to sign an agreement with US Department of Transportation and take all other actions necessary related to the administration of the SS4A grant.

7. Old Business

a. **FY27 Operating Budget** – *Christine Jacobs*

The TJPDC Bylaws require May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2027. The draft FY27 Operating Budget is a balanced budget with projected revenues of \$19,243,015 and projected expenditures of \$19,243,015. A detailed budget memo detailing changes since the draft was presented in the April 2026 meeting, as well as a copy of the budget totals, revenues, local contributions, and a draft resolution are in the meeting packet for review.

***Recommended Action:** Staff recommend a motion to adopt a resolution approving the Fiscal Year 2027 TJPDC Annual Operating Budget and Work Plan, as presented.

8. Executive Director's Monthly Report

a. **TJPDC ADMINISTRATION**

- **Blue Ridge Cigarette Tax Board (BRCTB) Financial Fraud Incident** – *Christine Jacobs*
A check issued to the City of Charlottesville on March 25, 2026, from one of the BRCTB checking accounts was intercepted, “washed,” and cashed by an unauthorized third party on April 7, 2026. The face of the check was modified, replacing the City’s name and address with an individual’s name and address. On April 8, 2026, Wells Fargo notified Christine Jacobs and David Blount of the unusual activity. Both parties immediately notified the Finance Director, Laura Greene. Staff have included a detailed memo of the steps taken following the fraud incident.
- **Tenant Improvements** – *Christine Jacobs*
The building renovations began on January 5, 2026, and are *nearly* complete. Staff have officially moved back into the office full-time. There are a few items remaining on the contractor’s to-do/punch list; however, all major renovations are finished. Staff would like to welcome the commissioners to tour the completed space following the commission meeting.
- **Staff Vacancies** – *Christine Jacobs*
Staff are in the final stages of the hiring process to fill the vacant Director of Regional Planning and Operations. The position will remain open until filled.

b. **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 April are as follows:

- 1,600 miles of field data collection.
- 4,880 miles of fiber design.
- 2,416 miles of make ready construction.
- 14 communications huts set.
- 2,164 miles of aerial fiber placement.
- 1,068 miles of underground fiber placement.
- 2,726 miles of splicing.
- 31,939 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 April VATI 24 project progress report are as follows:

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 222,716 linear feet of fiber completed.
- 157 passings.

Site Visit: On a continuing basis, TJPCD staff conduct site visits to monitor ongoing work across the project area. On April 30, TJPCD staff conducted a site visit to Campbell County to observe the newly placed Campbell fiber communication hut in Concord, which will serve nearby communities in both Campbell and Appomattox County.

C. **TRANSPORTATION**

General

- On behalf of the CA-MPO, and Nelson County, staff submitted five pre-applications to Smart Scale. Pre-screening decision will be communicated between May 26th and May 29th. The [full application training](#) will be held on June 3rd. Final applications are due on August 3, 2026, at 5:00 pm.
- Staff have been following the meetings of the Commonwealth Transportation Board (CTB) to remain informed of changes to Smart Scale that will be effective in the current round, Round VI. On April 22, 2026, the CTB adopted a revised Smart Scale policy, effective immediately. A copy of the [Presentation](#), [Video Recording](#), and [Resolution](#) are linked for convenience. The [Technical Guide](#) has been updated to reflect the new policy and is

posted on the Smart Scale homepage and resources page. In summary, two updates were made to the guide:

1. Revised HPP Definition - If an application meets a Corridor of Statewide Significance or Regional Network VTrans Need and includes an Innovative Intersection(s), those projects are now eligible for HPP funding. If an HPP feature is not present, the option to submit the preferred alternative from an approved STARS, Pipeline, or Arterial Management Plan is still available.

The preferred alternative definition has been broadened to allow phasing of the preferred alternative, if deemed acceptable by OIPI, VDOT, and/or DRPT. The applicant must complete a [Phasing Justification Approval Form](#), and the approved form must be included in the final application by the July 15th document deadline.

OIPI will be covering this topic in more detail at the June 3rd Full Application Training.

2. Revised the VEDP process for Economic Development Properties – Clarifications were made to ensure the inclusion of sites and buildings, or all properties available via the [VEDP Sites and Building Database](#).

Rural Transportation

- The next Rural Transportation Advisory Committee will be held May 5, 2026. There will be a presentation on: Access Management Principles, Regulation, Standards, and Innovative Intersections.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The Charlottesville-Albemarle Regional Transit Authority (CARTA) will meet on May 28, 2026. There will be a presentation by the VA Department of Rail and Public Transportation on state funding. Additionally, staff from the Central Virginia Transportation Authority will present. Finally, we are expecting a visit from the new Director of DRPT, Mariia Zimmerman, during the meeting.

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). A draft of the model will be delivered May 15, 2026.
- Transportation Improvement Program amendments and adjustments were adopted by the policy board in their April meeting. Additionally, the new TIP (starting in October of 2026) was adopted by the board.
- The FY27 Unified Planning Work Program (UPWP) was approved by the policy board in their April meeting.

Rideshare

- May is Bike Month. The state will be giving away two \$250 and two \$500 gift cards for folks that log alternative transportation trips in the Connecting VA app.
- The annual DRPT Site Visit for Rideshare is planned for May (date TBD).

PATH/Mobility Management

- Staff continue to hold workshops, bus field trips, and travel trainings throughout the region.
- Staff continue to be present at community events and festivals. Recently, staff attended the “How to Festival” in Fluvanna County, a health fair at the Jefferson Madison Regional Library. Additionally, staff attending the adult learning center at Piedmont Virginia Community College to give a presentation on PATH.

d. ENVIRONMENT

The TJPDC will welcome a summer intern to support environmental programming and the Rivanna River Basin annual conference. The intern starts May 18, 2026.

Solid Waste Plan

- A Technical Advisory Committee meeting was held March 26, 2026.

Watershed Improvement Program

- Staff are planning for an update of the Stewardship Map project along with UVA’s Biophilic Cities initiative.
- Staff continue to hold Rain Barrel Workshops across the region. The most recent one was held at Dairy Market in downtown Charlottesville.

Regional Environmental Coordination

- The next meeting of the Regional Environmental Coordination committee will be held May 21, 2026.

Environmental Reviews

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

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

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

e. HOUSING

VAPDC Workshop: Finding Funding for the Future

- Finding Funding for the Future is a multi-session workshop series designed to equip local governments, PDC staff, state agency partners, economic developers, and

EDA/IDA board members with the knowledge and tools needed to navigate today's complex funding landscape and secure resources to help build stronger communities.

- Two nonprofit organizations from our region, Fluvanna Louisa Housing Foundation and Habitat for Humanity of Greater Charlottesville, will participate in a panel discussion on funding stacks required for various projects within Planning District 10.
- Through practical guidance, real-world examples, and insights from program experts, participants will explore emerging funding opportunities and learn strategies for building competitive proposals and aligning collaborative projects with priorities such as infrastructure, community development, and economic resilience.
- Register for the workshop [here](#).

Regional Housing Partnership

- The Regional Housing Partnership's Executive Committee met April 22, 2026. The discussion centered around nominating officers for FY27. Serving as the nomination committee, the Executive Committee will present a slate, to include Kim Hyland as Chair and Shayla Washington as Vice Chair, to the full partnership in their June meeting.

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 data validation process. Focus groups were held in all participating jurisdictions. An internal draft of the data has been delivered to staff and is undergoing review by the project team.

9. Adjourn

Designates Items to be Voted On

TJPDPC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDPC 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@tjpdpc.org or visit the website www.tjpdpc.org.