

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 4, 2026
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since May 7, 2026. Items with an asterisk (*) require action from the Commission.

1. Call to Order

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

- a. Special Recognition
- b. *TJPDC Officer Election – *Keith Smith*

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	Secretary
FY27	Michael Payne, City of Charlottesville	Manning Woodward, Louisa County	Ned Gallaway, Albemarle County	Christine Jacobs, Staff

4. Presentations

- a. None

5. *Consent Agenda – Chair Smith

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

- a. ***Minutes of May 7, 2025, Commission Meeting**
- b. ***April Financial Reports**
 - i. April Dashboard Report
 - ii. April Consolidated Profit & Loss Statement
 - iii. April Balance Sheet
 - iv. April Accrued Revenue Report

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

6. *New Business

a. ***Smart Scale Staff Memo and Resolution of Support – Taylor Lowery**

The TJPDC serves as the governing body for the rural transportation program. All Smart Scale projects require a resolution of support from the appropriate governing body as a part of the final application. The resolution of support is for all projects within the TJPDC's rural boundaries, including those that each member jurisdiction is applying for individually, but excluding those submitted by the Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO).

***Recommended Action:** Staff recommends a motion to approve the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District area.

b. ***2026 Community Development Block Grant Regional Priorities – Christine Jacobs**

The Department of Housing and Community Development (DHCD), which administers the federal Community Development Block Grant (CDBG), annually asks planning district commissions in the Commonwealth to identify regional priorities for anticipated CDBG funding applications in the competitive Community Improvement Grant program. The TJPDC staff asked local government staff for notice of anticipated CDBG applications for 2026. No member jurisdiction indicated their plans to submit an application in the upcoming round. Staff determined that the recommended regional priorities should include:

- i. Economic Development – Job Creation/Retention, Business District Revitalization
- ii. Infrastructure – Water/Sewer, Housing Production, Community Service Facility
- iii. Housing – Housing Rehabilitation

***Recommended Action:** Staff recommends a motion to approve the 2026 CDBG Regional Priorities as presented.

7. Old Business

- a. None

8. Executive Director's Monthly Report

a. **TJPDC ADMINISTRATION**

- **Virginia Transit Association** – Staff attended the annual Virginia Transit Association conference in Fredericksburg May 19-20 to learn about state initiatives, regional transit operations, and to network with and learn from other transit planners in the Commonwealth.
- **Charlottesville/Albemarle Chamber to Chamber** – For the first time, staff attended the Charlottesville/Albemarle Chamber to Chamber visit to the Town of Chapel Hill in North Carolina. It was great to learn about another area, similar to ours, about economic development, housing, transit, and regional cooperation and collaboration.

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:

- 1,710 miles of field data collection.
- 4,766 miles of fiber design.
- 2,432 miles of make ready construction.
- 14 communications huts set.
- 2,210 miles of aerial fiber placement.
- 1,162 miles of underground fiber placement.
- 2,933 miles of splicing.
- 33,817 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 May VATI 24 project progress report are as follows:

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 169,132 linear feet of fiber completed.
- 327 passings.

Site Visit: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On May 20, TJPDC staff visited the Earlysville Communication Hut in Albemarle County. This hut will serve Earlysville, Free Union, and Windrift areas.

Rural Transportation

- The Rural Transportation Advisory Committee met May 5, 2026. The planned presentation on Access Management Principles, Regulation, Standards, and Innovative Intersections was postponed until a future meeting. The next RTAC meeting will be held August 4, 2026.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The Charlottesville-Albemarle Regional Transit Authority (CARTA met May 28, 2026. RK&K, consultants for the Regional Transit Prioritization Study, discussed metrics, methodology, and next steps for the plan. A special session of CARTA will be held Friday, June 5th. The meeting will include a presentation from Chet Parsons at the Central Virginia Transportation Authority in Richmond, Grants Sparks from the Virginia Department of Rail and Public Transportation and will include a visit from the new Director of the Virginia Department of Rail and Public Transportation, Mariia Zimmerman.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff participated in a full-day technical training on the regional Transportation Demand Model (TDM).
- The CA-MPO Technical Committee Meeting will be held June 2, 2026. The Policy Board meets May 24, 2026. Items to be discussed include identifying the next areas for Pipeline and STARS studies.

Rideshare

- Another successful Bike Month concluded at the end of May.
- The annual DRPT Site Visit for Rideshare is planned for June (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.

c. ENVIRONMENT

On May 18, 2026, the TJPDC welcomed a Batten School of Leadership and Public Policy summer intern. Caroline Brawley will support environmental programming and the Rivanna River Basin annual conference.

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.

Regional Environmental Coordination

- The Regional Environmental Coordination committee met May 21, 2026. The meeting included a presentation by Neal Friedman, Alliance for the Chesapeake Bay, on Green Infrastructure Technical Assistance for Towns.

Environmental Reviews

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

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

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

d. HOUSING

Regional Housing Partnership

- The Regional Housing Partnership will meet Wednesday, June 24, 2026. The 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 the end of summer, according to the extension that was granted.

Regional Housing Study

- The regional housing study has completed qualitative and quantitative data collection. Data validation has been completed, and a draft needs assessment has been provided to the working group. The final report will be available in March of 2027, along with

strategies, by jurisdiction, for all participating localities. The study is an ongoing process that works closely with stakeholders across the region.

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, shannon@tjpd.org or visit the website www.tjpd.org.