

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: October 1, 2026
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since September 3, 2026. Items with an asterisk (*) require action from the Commission.

1. Call to Order

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

- a. Staff Introduction, Eamon Lauster, Regional Planner I – *Taylor Lowrey*

4. Presentations and Public Hearings

- a. **Presentation: Blue Ridge Cigarette Tax Board** – *David Blount*
Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include a review of membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.
- b. **Presentation: PATH Transportation Assistance Fund (TAF)** – *Igor Kalina*
Staff will present the PATH Transportation Assistance Fund's program goals, impacts of a pilot Twice is Nice grant, new funding available for the program, eligibility guidelines, and an upcoming marketing campaign that will advertise the program's availability. A copy of the staff's presentation is included in the meeting materials.
- c. **Presentation: Rural Long Range Transportation Plan Presentation and Draft Existing Conditions** – *Taylor Lowrey*
Staff will give an overview of the Rural Long Range Transportation Planning process, to include an overview of the region, commuter patterns, and draft plan goals. The plan will be discussed in the November RTAC meeting. They will vote on the recommended goals and objectives that will ultimately come before the Commission in their December meeting for action. A copy of the staff's existing conditions report and presentation is included in the meeting materials.

5. *Consent Agenda – *Chair Payne*

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

- a. ***Minutes of September 3, 2026, Commission Meeting**

b. ***August Financial Reports**

- i. August Dashboard Report
- ii. August Consolidated Profit & Loss Statement
- iii. August Balance Sheet
- iv. August Accrued Revenue Report

c. ***Solid Waste Management Plan Resolution to Adopt**

The Thomas Jefferson Solid Waste Planning Unit (SWPU) includes the City of Charlottesville and the counties of Albemarle, Fluvanna, and Greene. The SWPU conducts an annual census of solid waste and recycling activities within the unit and submits an annual report to the Virginia Department of Environmental Quality. Additionally, the SWPU maintains the Five-Year Solid Waste Management Plan (9VAC20-130-120. Planning Requirements). Staff presented a draft of the Solid Waste Management Plan in the August TJPDC Commission meeting. The plan was open for public comment in the month of August, and presentations were given to each of the four Solid Waste Planning Unit's governing boards prior to adoption. The plan was adopted by each of the planning unit's governing boards. The plan requires final approval from the TJPDC Commission via Resolution before submission to DEQ on or before October 24, 2026.

The Solid Waste Management Plan materials can be found at the links below.

- [Draft 2026 – 2031 Solid Waste Management Plan](#)
- [Appendix A – Local Resolutions](#)
- [Appendix B – Public Engagement Materials and Results](#)
- [Appendix C – Applied Policy Project](#)
- [Appendix D – Regional Implementation Plan](#)

d. **TJPDC Financial Management Policy** Amended 10.1.2026 – redlined

*TJPDC Financial Management Policy Amended 10.1.2026 – clean

Staff updated the Financial Management policy to be in line with the title of the new Director of Operations position. The amendment removes reference to the Chief Operating Officer and replaces it with the Director of Operations. Additionally, language was added to the bank reconciliation section to align with current practices.

e. **TJPDC Procurement Policy 2024** – Amended 10.1.2026 – redlined

*TJPDC Procurement Policy 2024 – Amended 10.1.2026 – clean

Staff updated the Procurement policy to be in line with the title of the new Director of Operations position. The amendment removes reference to the Chief Operating Officer and replaces it with the Director of Operations. Additionally, language was added to sections 3f and 4B, ii, 1 to align with current approval practices.

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

6. ***Old Business**

a. ***FY28 Projected Budget and Local Revenue Requests** – *Christine Jacobs*

Each fall, the TJPDC prepares a projected budget for the following fiscal year to be submitted to local governments with the next year's local funding requests. The Draft FY2028 Projected Budget is balanced with the assumption of only known or highly anticipated revenue sources and expenses. To balance the budget, a one-time reserve transfer in the amount of \$147,178 (\$8,331.58 capital reserve for building renovations and \$163,547 one-time savings reserve transfer) is required. The FY28 projected budget will likely have significant changes prior to its

official adoption in May of 2027 as additional grants and programs are identified. In the past several years, the budgeted reserve transfer was not utilized as the funding gap was closed prior to final budget adoption. However, with several significant one-time programs closing in FY27 (VATI, VA Housing Development Grant, Regional Housing Study, Regional Housing Summit, etc.), and with continued uncertainty around federal funding and programmatic changes, there may be a shortfall in FY28 that requires a one-time reserve transfer to cover expenses.

The draft FY28 budget assumes a \$0.72 per capita rate as approved by the commission in their September 1, 2022, meeting and 5% or 7% rate increases in each of the local contributions for programs as approved during the local revenues analysis completed in FY26. Indirect costs for FY28 will be determined using the actual indirect cost rate from FY26 (tentatively 41% pending audit). The budget includes a placeholder Cost of Living Adjustment (COLA) increase in the amount of 3.8% which will be reevaluated when this year's COLA is officially published and the funding gap is reassessed. Further, the budget assumes staffing 15.5 FTEs. It is important to note that to date, not all staff are fully allocated in the FY28 budget, and as such, if the budget were to be approved and implemented, there would be a direct impact on the indirect cost rate (that would be applied to the FY30 budget).

As it stands, the projected budget has \$3,546,785 in revenues and expenses. Staff presented the draft budget in the September commission meeting. Included in the meeting materials are the proposed projected total budget, revenues by source, local per capita and local contribution requests, and a draft resolution for consideration for approval.

***Recommended Action:** Staff recommends a motion to approve the resolution approving the Fiscal Year 2028 TJPDC Projected Budget, as presented.

- b. **Rural Health Transformation Program – Christine Jacobs, David Blount**
Staff will provide an update on the activities completed in pursuit of a Rural Health Transformation grant from the Virginia Department of Medical Assistance Services (DMAS). Additionally, staff will discuss next steps for the initiative. A copy of a staff memo, a draft scope of work for the program, and a copy of the signed resolution are included in the meeting materials.

7. New Business

- a. None

8. Executive Director's Monthly Report

- a. **BROADBAND**

Virginia Telecommunications Initiative (VATI) 2022: As the VATI 22 project nears completion, staff continue to prepare, schedule, and facilitate internal project team and external meetings. TJPDC submits progress reports and reimbursement requests to DHCD and to counties providing matching funding for the project and provides reimbursements to Firefly.

VATI 22 Project milestones reported to DHCD in September are as follows:

- 1,716 miles of field data collection.
- 4,962 miles of fiber design.
- 2,474 miles of make ready construction.
- 15 communications huts set.

- 2,296 miles of aerial fiber placement.
- 1,356 miles of underground fiber placement.
- 3,359 miles of splicing.
- 39,198 passings.

Firefly’s website includes timelines, project progress in each County, and maps for specific project areas. This information is updated on a regular basis.

Virginia Telecommunications Initiative (VATI) 2024: The TJPDC and Firefly’s \$12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene and Louisa Counties in our Planning District. TJPDC submits progress reports and reimbursement requests to DHCD and to counties providing matching funding for the project and provides reimbursements to Firefly.

Highlights of the September VATI 24 project progress report are as follows:

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 173,462 linear feet of fiber completed.
- 500 passings.

Site Visits: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On September 18, TJPDC staff observed fiber splicing and installation at the Miller School in Albemarle County.

b. **TRANSPORTATION**

General

- Staff will serve on the stakeholder committee for six (6) upcoming studies conducted by the Virginia Department of Transportation (VDOT) and the Office of Intermodal Planning and Investment (OIPI). The Study locations include:

US 29 at Airport Rd	Albemarle	Project Pipeline
US 29 at I-64 Exit 118	Albemarle	STARS
Preston and Ridge-McIntire	Charlottesville	STARS
US 29 between Matthew Mill Rd (Rt 607) and Frays Mill Rd	Greene/Albemarle	Project Pipeline
US 33 at Shannon Hill	Louisa	Project Pipeline
US 29 and River Rd (VA 6)	Nelson	Project Pipeline

Rural Transportation

- The Rural Long-Range Transportation Plan is underway. The Rural Transportation Advisory Committee (RTAC) will meet November 10, 2026. Staff are in the process of developing a web page to share materials related to the planning effort.

Charlottesville-Albemarle Regional Transit Authority

- The CARTA board met Thursday, September 24, 2026. Agenda items included a discussion on key policy question for the board to consider, an overview of the Northern Virginia Transportation Authority by guest speaker Monica Backmon, and an annual update presentation on the Afton Express.

PATH/Mobility Management

- PATH is working to close federal fiscal year 2025 grants and will prepare a year-end report on activities and impact of the program. Staff continue to hold transportation workshops that have been well received.
- Most recently, staff conducted a travel training workshop for Louisa County High School's Special Education Program. The students learned the transit options available to them, learned how to book their own rides using Jaunt, and took a practice ride on the bus.
- Staff are working to roll out a marketing campaign to advertise the Transportation Assistance Fund (TAF).
- PATH updated its website to provide accessible information about all transportation services available for the residents of Planning District 10. Currently, www.pathva.org is the only website covering all transportation options in the region.

C. ENVIRONMENT

Watershed Improvement Program

- Staff submitted an application to the VA Department of Environmental Quality (DEQ) for Watershed Improvement Program Implementation funds to support the implementation of Best Management Practices (BMP) in partnership with the Town of Louisa and the Chesapeake Bay Alliance. The Town of Louisa is in the process of decommissioning an old water pump station. The grant would allow for the design and implementation of a public park with multiple green infrastructure elements. Additionally, staff submitted an application to DEQ to continue the Septic Assistance Program (SAP).

Rivanna River Basin Commission

- The Rivanna River Basin Commission's Annual Conference was held on September 30 at The Center at Belvedere. The conference brought together technical experts, local stewards, policymakers, and community stakeholders to discuss watershed stewardship and access, share innovative approaches to protecting our waterways, and strengthen regional collaboration in support of a healthy Rivanna River Basin.

Rain Barrel Workshops

- Staff are supporting rain barrel workshops to be held in Fluvanna, Greene, Louisa, and Albemarle County.
 1. **Thursday, October 8, 2026, at 6PM** - Rain Barrel Workshop in Fluvanna - Cunningham Creek Winery **Registration link:** [Rain Barrel Workshop at Cunningham Creek Winery](#)
 2. **Thursday, October 15, 2026, at 6PM** - Rain Barrel Workshop in Louisa - Callie Opie's Orchard - [Rain Barrel Workshop – Thomas Jefferson Soil and Water Conservation District](#)
 3. **Thursday, October 22, 2026, at 6PM** - Rain Barrel Workshop in Albemarle - James River Brewery **Registration link:** [Rain Barrel Workshop at James River Brewery](#)
 4. **Thursday, October 29, 2026, at 6pm** - Rain Barrel Workshop in Greene - VCE Office in Ruckersville

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 opportunities 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 quarterly meeting of the Regional Housing Partnership was held on September 23, 2026. Ryan Price from Virginia REALTORS presented on the state of the economy and the impacts to the for-sale housing market in Virginia compared to the state and nation.
- The RHP's bi-annual Housing summit will be held April 15, 2026, at the OMNI in Charlottesville. The tagline for the event is "Shared Investment in Community." Staff are working diligently to develop the sponsorship materials, to apply for grants to support the event, and to secure speakers for various topics determined by the event's steering committee.

HOME/HOME-ARP

- Staff prepared and submitted the required year-end reports to HUD.

9. Other Business

- a. Round Table Discussion by Jurisdiction
- b. Next Meeting – November 5, 2026

Items for next meeting:

- i. Finance/Executive Committee Meeting – Audit Review
- ii. FY26 Annual Financial Audit Report and Acceptance
- iii. September Financials; Quarter 1 (July-Sept) Financial Report
- iv. Annual DHCD Funding Agreement
- v. Regional Water Supply Planning Update
- vi. Regional Housing Study – Presentation – Regional Strategies
- vii. Resolution Authorizing Signing DRPT Mater Agreement

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