Thomas Jefferson Planning District Commission

Regional Vision ▪ Collaborative Leadership ▪ Professional Service

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: November 5, 2026
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since October 1, 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. Staffing Update – *Christine Jacobs*

4. **Presentations and Public Hearings**
   a. **Presentation: FY26 Annual Financial Audit Report** – *Laura Greene and David Foley, Robinson, Farmer, Cox Associates*
   For FY26, TJPDC had total revenues of $40,653,954 and total expenditures of $40,578,183 resulting in a fund balance increase of $75,771 of which $54,014 is attributed to the BRCTB and $21,757 is the general fund balance increase. Included in revenues and expenditures are $1,353,327 in HOME and HOME-ARP pass-through, $87,619 in Housing Preservation Grant (HPG) pass-through, $3,279,809 in Blue Ridge Cigarette Tax Board revenues and expenses, and $33,271,991 in Virginia Telecommunication Initiative (VATI) Broadband revenues and expenses. The FY26 audit calculates the indirect cost rate based on actual indirect costs divided by the total staff salary and fringe costs applied to projects for the year. That calculated rate is 42%, compared to 50% in FY25.

   ***Recommended Action:** The Finance/Executive Committee of the Commission recommends a motion to accept the FY26 Financial Audit, as presented.

   b. **Presentation: Regional Housing Study Update – Regional Strategies** – *Laurie Jean Talun and Jonathan Knopf, HousingForward Virginia*
   Staff will provide an update on the Regional Housing Study and discuss draft regional strategies for the commission to provide input on. This is an informational item. The housing study will return to the commission early in 2027 for final adoption. A copy of staff's presentation is included in the meeting materials.

   c. **Presentation: FY27 Quarter One (July-September) Financial Report** – *Laura Greene*

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Each quarter, the agency financials are pulled from the consent agenda to provide an update on the agency's financial activity through September 30, 2026, and to allow for questions and answers. Included in the meeting materials is a Quarter One profit and loss statement as well as a staff memo.

***Recommended Action:** Staff recommend a motion to accept the FY27 Quarter One Financial report, as presented.

5. ***Consent Agenda –** *Chair Payne*
   Copies of the following materials are included in the meeting materials:
   a. ***Minutes of October 1, 2026, Commission Meeting**
   b. ***September Financial Reports**
      i. September Dashboard Report
      ii. September Consolidated Profit & Loss Statement
      iii. September Balance Sheet
      iv. September Accrued Revenue Report

   c. ***DHCD Annual Funding Agreement – FY27**
      The Thomas Jefferson Planning District Commission receives annual funding from the state in the amount of $114,971 to carry out activities submitted in an annual work plan. A copy of the signed agreement is included in the meeting materials.

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

6. ***Old Business**
   a. None

7. **New Business**
   a. None

8. **Executive Director's Monthly Report**
   a. **BROADBAND**
      Virginia Telecommunications Initiative (VATI) 2022: On October 30, TJPDC submitted to DHCD the conditional closeout report for the VATI 22 Project. Firefly has reported the achievement of 37,346. Additional work within the VATI project area is still ongoing.
      Firefly's website includes timelines, project progress in each County, and maps for specific project areas.

      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.
      - 179,950 linear feet of fiber completed.

- 524 passings.

Site Visits: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On September 19th, TJPDC staff observed fiber placement underway at the Miller School in Albemarle County and on September 25th, TJPDC staff visited multiple sites in Amherst County to observe recently connected VATI 24 locations.

b. **TRANSPORTATION**

General

- Staff continue to serve on the stakeholder committees for seven (7) 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
US250/E. High Street	Charlottesville/ Albemarle	STARS

Rural Transportation

- The Rural Long-Range Transportation Plan is underway. The Rural Transportation Advisory Committee (RTAC) will meet November 4, 2026 (new date). The November meeting agenda will have the study goals for consideration for adoption as well as a discussion item on the public participation strategy for the plan. Specifically, the committee will consider survey questions and a deployments strategy for the survey. 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 will meet Thursday, November 12, 2026. Agenda items include a presentation from Williamsburg Area Transit Authority (WATA). WATA is the only other transit-only existing authority in the Commonwealth. They operate transit and do not receive a dedicated funding source through the state.
- Staff are continuing to work with Charlottesville and Albemarle staff, with the support of the consultant RK&K to finalize the Prioritization and Implementation Feasibility Study with the intent to have board accept the final report before the end of calendar year 2026.

PATH/Mobility Management

- Most recently, staff have completed a Volunteer Drive program partner survey to benchmark other 5310-funded mobility management programs. Using survey results, staff will complete a summery report of their findings to share with all participants. This work informed the development of Volunteer Driver Program Partner Guidelines that can be shared with all potential partners.
- Staff are rolling 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.

Rideshare

- Staff are launching the new Rideshare website, an initiative of the FY26 work plan.
- Staff will begin focusing on employer outreach for FY27, working collaboratively with Central Shenandoah Planning District Commission.

c. **ENVIRONMENT**

Hazard Mitigation

- Staff were notified that our grant application for funding to update the required 5-year Hazard Mitigation plan was approved. A grant agreement is forthcoming. The final update is due February 2028 and will go before all member jurisdictions' governing boards for approval.

Regional Water Supply Planning

- The scope of work for our FY27 grant was approved with a grant agreement forthcoming. The staff will develop a detailed scope of work for the final plan and seek cost estimates for an outside consultant to develop the plan. Finally, staff will develop a draft cost-sharing recommendation for participating jurisdictions to fund the required initiative.

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://tjpdc.org/our-work/intergovernmental-reviews

d. **HOUSING**

Regional Housing Partnership

- Regional Housing Study – staff are working with staff in each locality to draft local strategies for the plan. Staff and the study consultants will brief local elected officials on draft strategies for feedback.
- 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 have finalized sponsorship materials and applied for grants to support the event.

9. **Other Business**
    a. Round Table Discussion by Jurisdiction
    b. Next Meeting – December 3, 2026
       Items for next meeting:
        i. 2027 General Assembly Preview
        ii. 2027 Calendar of Meetings
        iii. October 2026 Financials
        iv. Rural Long Range Plan Update
        v. Regional Water Supply Plan Update
        vi. 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@tjpdc.org or visit the website www.tjpdc.org.