

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: April 4, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since March 7, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- April 4, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair Gallaway, Ruth Emerick*
- b. Vote to Allow Electronic Participation, if needed – *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. Presentations

- a. **RideShare Commuter Assistance Program (CAP) Strategic Plan** – *Sara Pennington*
Staff will provide an overview of the required CAP Strategic Planning process, specifically detailing the plan's components/requirements and demographic data collected or to be collected. The report will focus on target markets/customers and the operations of the CAP program. A copy of the staff's presentation is included in the meeting materials.
- b. **FY25 Charlottesville-Albemarle Metropolitan Planning Organization's (CA-MPO) Unified Planning Work Program (UPWP) Update** – *Christine Jacobs*
Staff will present a high-level overview of the CA-MPO draft work plan and budget (UPWP). The UPWP was first reviewed by the CA-MPO Policy Board in its April meeting. It was then reviewed by the CA-MPO Policy Board, Technical Committee, and Citizen's Advisory Committee in their March meetings. Following the Commission's review, the plan will go before the MPO Policy Board in their April meeting for consideration/approval. A copy of the draft UPWP as well as a copy of the staff's presentation are included in the meeting materials.
- c. **Blue Ridge Cigarette Tax Board Update** – *David Blount*

Staff will provide a 6-month update on the administration of the Blue Ridge Cigarette Tax Board to include tax revenue generated, total packs sold by month, packs sold by jurisdiction, tax allocations by jurisdiction, and items for review by the board in their April 22, 2024, meeting. A copy of the staff's presentation is included in the meeting materials.

4. *Consent Agenda – Copies of the following materials are included in the meeting materials.

- a. ***Minutes of the March 7, 2024, Commission Meeting**
- b. ***February Financial Reports**
 - i. February Financial Dashboard Report
 - ii. February Consolidated Profit & Loss Statement
 - iii. February Comparative Balance Sheet
 - iv. February Accrued Revenue Report

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

5. New Business

a. **Appointment of Nominating Committee for TJPDC Officers – Ned Gallaway**

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

- Ned Gallaway, Chair
- Tony O'Brien, Vice Chair
- Keith Smith, Treasurer
- Christine Jacobs, Secretary

b. ***Go Virginia Region 9 Council Appointment – Christine Jacobs**

The GO Virginia Region 9 Council is responsible for overseeing the development and implementation of the GO Virginia program in Region 9, including reviewing and awarding grants that incentivize collaboration between business, education, and local government. There are two TJPDC appointed Region 9 Council members whose terms are expiring on June 30 and whom both have met their term limit having served two consecutive 3-year terms. They are Christian Goodwin as County Administrator and Tony O'Brien as Elected Official. The TJPDC needs to appoint a Chief Administrative Officer and an Elected official to serve. To date, Greene County, Albemarle County, and Charlottesville have not had members serving from their jurisdictions.

***Recommended Action:** Staff recommends a motion to appoint Cathy Schafrick, Greene County Administrator, and Ned Gallaway, Albemarle County Board of Supervisor, to the Go Virginia Region 9 Council as the TJPDC's CAO and Elected Official representatives respectively.

c. ***Move Safely Blue Ridge Comprehensive Safety Action Plan Commitment to Supporting Roadway Safety Goals – Christine Jacobs**

The TJPDC was awarded a US Department of Transportation Safe Streets and Roads for All discretionary grant to develop a comprehensive safety action plan for Planning District 10. A required component of the grant is a leadership commitment to reduce serious crashes and fatalities on roadways within the district. Each member government adopted a resolution committing to safety goals in their respective jurisdictions in their February or March meeting. Additionally, the TJPDC is requested to commit to supporting its member jurisdictions in attaining the goals adopted by the members' governing boards.

***Recommended Action:** Staff recommends a motion to adopt a resolution of Commitment to Support Roadway Safety Goals adopted by its member jurisdictions' governing boards.

d. **FY25 Draft Annual Operating Budget** – *Christine Jacobs*

The TJPDC Bylaws require a 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 2025. The draft FY25 Operating Budget is a balanced budget with projected revenues of \$42,564,907 and projected expenditures of \$42,564,907. *A detailed budget memo as well as a copy of the staff's budget presentation are included in the meeting packet for your review.* No action is needed on this item. A final draft of the budget will come before the commission in May for consideration/adoption.

6. Old Business

a. **Executive Director Evaluation Process Next Steps** – *Ned Galloway*

7. Executive Director's Monthly Report

- a. Staff will provide additional updates in the meeting.
- b. Comprehensive Economic Development Strategy (CEDS) Plan – The TJPDC announced the release of its CEDS plan for public review and comment. In accordance with the requirements set forth by the US Economic Development Administration (EDA), the CEDS will be available for a 30-day statutory review period, commencing on March 27, 2024, and concluding on April 27, 2024. During this period, staff encourages commissioners to review the proposed plan and provide feedback in advance of the May meeting. The final plan will come before the commission in their May meeting for consideration for approval/adoption.

A copy of the plan can be found at: <https://tipdc.org/our-work/economic-development/>

- c. Virginia Telecommunications Initiative (VATI) 2022 - Staff continues 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.

- Project milestones reported to DHCD in March are as follows:
- 372 miles of field data collection.
- 2,182 miles of fiber design.
- 1,213 miles of make ready construction.
- Three communications huts set.
- 793 miles of aerial fiber placement.
- 340 miles of underground fiber placement.
- 632 miles of splicing.
- 8,482 passings.

Each month, TJPDC staff conducts site visits to observe work underway throughout the project area. On March 28, 2024, TJPDC staff observed completed mainline fiber located in the Pratts area of Madison County. Staff also observed the site preparation completed to date at the location where the Pratts communications hut will be placed.

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.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. **The next Commission meeting will be held on Thursday, May 2 2024.** Items for the May meeting may include but are not limited to:
 - i. FY25 Operating Budget Resolution (For Consideration/Adoption)
 - ii. TJPDC Officer Slate Notice from Nominating Committee
 - iii. Quarter 3 (Jan-March) Financial Report
 - iv. Comprehensive Economic Development Strategy (CEDS) Plan for Consideration/Approval
 - v. Executive Director Evaluation (Closed Session)

9. *Adjourn

Designates Items to be Voted On
