

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/87233569988>

Meeting ID: 872 3356 9988

Passcode: 890061

By call-in: 1 (301) 715-8592

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Christine Jacobs* 7:00 – 7:05
- b. Vote to Allow Electronic Participation, if needed – *Chair O'Brien, Christine Jacobs*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person. 7:05 – 7:10
- b. Comments provided via email, online, website, etc. (*Read by Christine Jacobs*)

3. *Presentations

- a. *HOME/CDBG Program Year 2023 Consolidated Annual Performance Evaluation Report 7:10 – 7:20
 - i. [Draft CAPER](#), Presentation – *Laurie Jean Talun*
 - ii. PUBLIC HEARING - *Chair O'Brien*
 - iii. *Resolution – *Chair O'Brien*
- b. Virginia Telecommunication Initiative (VATI) 2022 and 2024 Presentation/Update – *Lori Allshouse* 7:20 – 7:30
- c. Watershed Improvement Program (WIP) Update – *Isabella O'Brien* 7:30 – 7:40

4. *Consent Agenda – *Chair O'Brien*

- a. *Minutes of the June 6, 2024, Meeting 7:40 – 7:45
- b. *Closed Session form for Minutes of the June 6, 2024, Meeting
- c. *Minutes of the July 25, 2024, Special Session
- d. *Executive Director Annual Contract – September 2024-2025

5. *New Business

- a. *May, June, and July Financial Reports – *Laura Greene* 7:45 – 8:00
 - i. May, June, and July Dashboard Report
 - ii. May, June, and July Consolidated Profit & Loss Statements
 - iii. May, June, and July Comparative Balance Sheets
 - iv. June and July Accrued Revenue Reports
- b. Draft FY26 Projected Operating Budget – *Christine Jacobs* 8:00 – 8:15
 - i. FY26 Projected Operating Budget Total
 - ii. FY26 Projected Revenue
 - iii. FY26 Projected Per Capita and Local Contributions
- c. Department of Housing and Community Development Planning District Boundary Review 8:15 – 8:20
 - *Christine Jacobs*
 - i. Public Comment Notice, Existing Boundary Map

6. Old Business

- a. None 8:20 – 8:20

7. Executive Director's Report

- a. Monthly Report 8:20 – 8:25

8. Other Business

- a. Roundtable Discussion by Jurisdiction 8:25 – 8:50
- b. Mid-September – Executive/Finance Committee – Date/Time TBD
- c. Next Meeting – October 3, 2024



Items for next meeting:

- i. FY26 Projected Budget for Consideration/Approval
- ii. Regional Housing Partnership Update
- iii. Rideshare CAP Strategic Plan – Draft for Review
- iv. Blue Ridge Cigarette Tax Board Update
- v. Revised Procurement Policy for Consideration/Approval

9. *ADJOURN

8:50

** Designates Items to be Voted On*

TJPD Commissioners	
Ned Gallaway	Albemarle County
Mike Pruitt	Albemarle County
Tony O’Brien, Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Tim Goolsby	Greene County
James Higgins	Greene County
Tommy Barlow	Louisa County
Manning Woodward	Louisa County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne, Vice Chair	City of Charlottesville
Philip d’Oronzio	City of Charlottesville

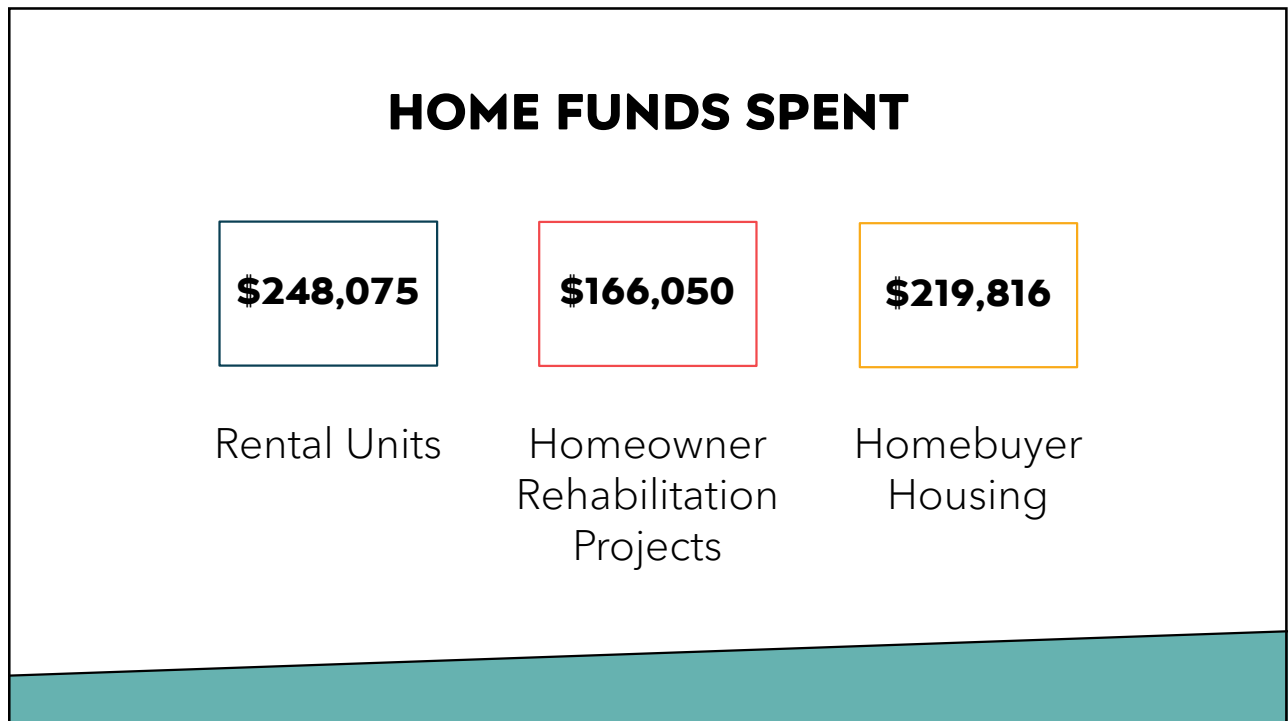
TJPDC Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Laurie Jean Talun	Regional Housing Grants Manager
Logan Ende	Regional Housing Planner II
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Project Administrator/Assistant
Isabella O’Brien	Regional Environmental Planner II
Sarah Simba	Regional Transportation Planner II
Otis Collier	BRCTB Compliance Agent
Gretchen Thomas	Administrative Assistant
Kaiden Pritchett	AmeriCorps VISTA Member – Housing

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodations 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.



1



2

HOUSEHOLDS SERVED

1

Rental Units

14

Homeowner
Rehabilitation
Projects

6

Homebuyer
Housing

3

MATCH FUNDS CONTRIBUTED

\$5,000,000

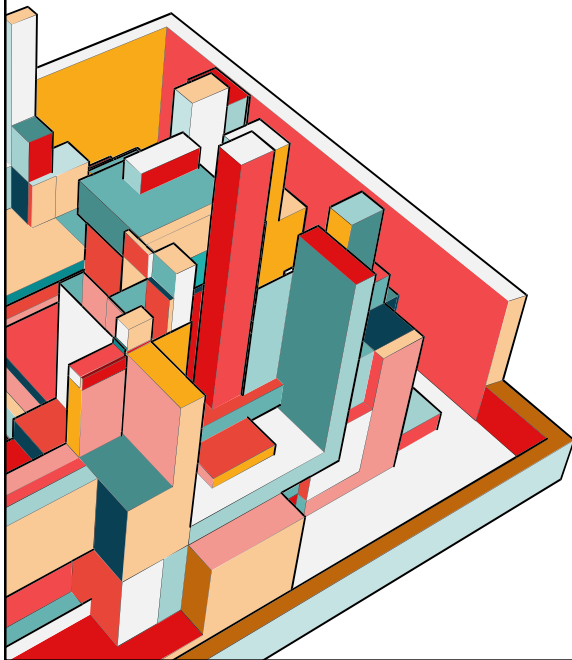
Charlottesville Redevelopment
and Housing Authority

4

UPDATES TO PROCEDURES

- Streamlined subrecipient set up and completion processes
- Provided a list of companies and sample cost proposals for NEPA / Part 58 Environmental Assessments, for projects involving more than 4 units
- Invited speakers to Housing Directors meetings, to discuss braiding funding, and developing rental housing

5



TIMELINE

Aug 19 – Sep 2: Public Comment Period

Aug 19: Charlottesville first hearing

Sept 3: Charlottesville second hearing

Sept 5: TJPDC hearing

Sept 27: Due to HUD

6



*Serving local governments by providing regional vision,
collaborative leadership and professional service to develop effective solutions.*

RESOLUTION

ADOPTING THE 2023 HOME-CDBG CAPER (CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT)

WHEREAS, the Thomas Jefferson Planning District Commission (“the Commission”) serves as the Administrative and Planning agent for the HOME Investment Partnership Program’s HOME Consortium through an agreement with the City of Charlottesville and;

WHEREAS, the HOME program requires a Consolidated Annual Performance Evaluation Report, which includes a review of program goals and outcomes, a report on racial composition, match funds used, how homeless and special needs populations are served in our region, public housing, and monitoring, and;

WHEREAS, the TJPDC has worked with the City of Charlottesville to prepare the Consolidated Plan, including consultations with community leaders, citizen participation, data compilation and analysis, and consultation with HOME subrecipients;

NOW, THEREFORE, BE IT RESOLVED by the Thomas Jefferson Planning District Commission that it hereby approves the 2023 HOME-CDBG CAPER, and authorizes confirmation of that approval to HUD by September 27, 2024.

Adopted by the Thomas Jefferson Planning District Commission at its Monthly Commission Meeting of September 5, 2024 in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs
Executive Director

Tony O’Brien
Commission Chair

Date

Virginia Telecommunication Initiative (VATI) Broadband Project

Partners for Broadband Solutions in Central Virginia

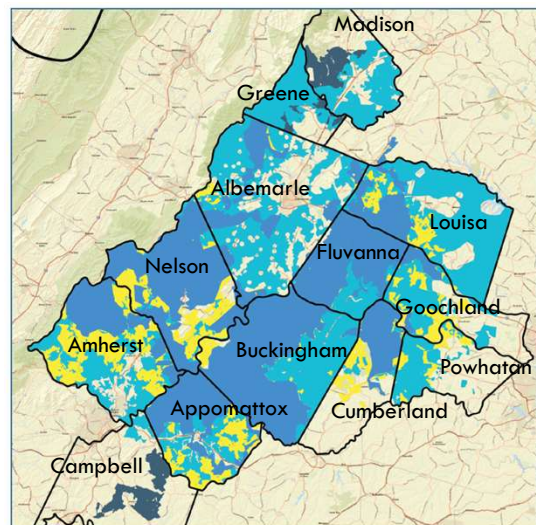
September 5, 2024



1

VATI 2022 Grant supports Firefly's Regional Internet Service Expansion (RISE) Project

36
Months

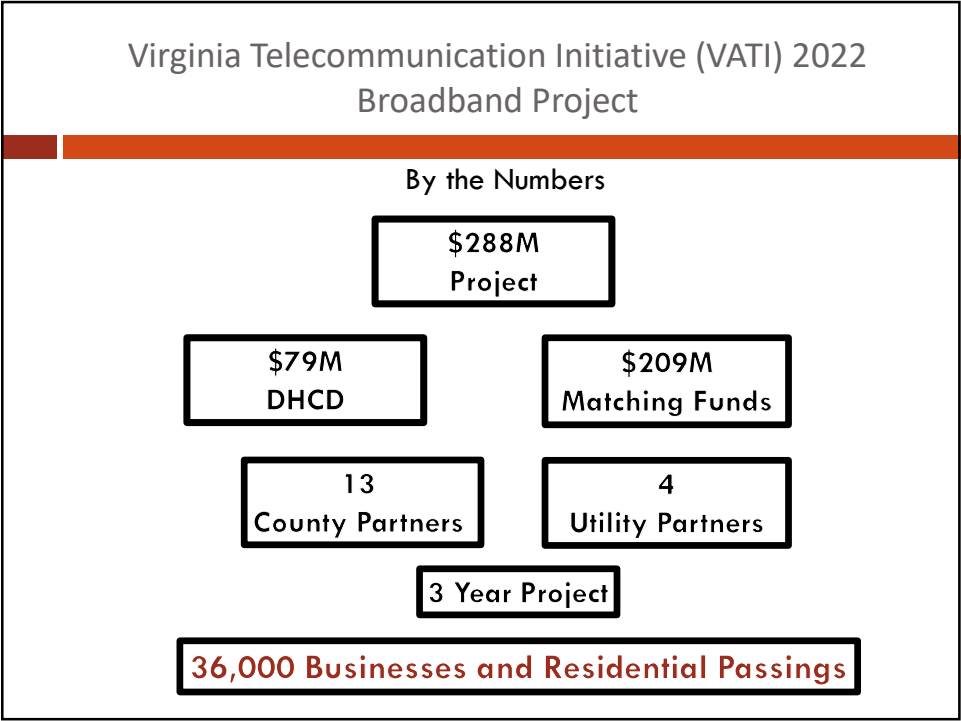


13
Counties

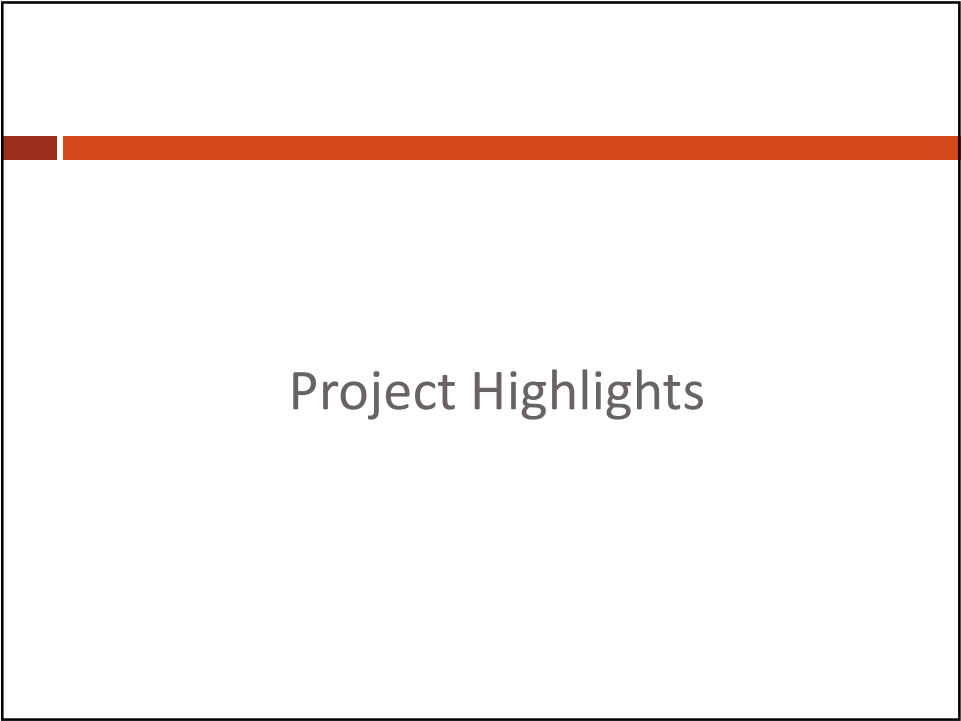


Source: FIREFLY

2



3



4

VATI 2022 Project Progress

July's Report submitted to DHCD in August 2024

- ❑ 1,599 miles of field data collection
- ❑ 2,936 miles of fiber design
- ❑ 1,606 miles of make ready construction
- ❑ Five communications huts set
- ❑ 1,139 miles of aerial fiber placement
- ❑ 456 miles of underground fiber placement
- ❑ 1,086 miles of splicing
- ❑ 13,709 passings

7

Site Visits

8

Madison County March 28, 2024

Pratts Area
Communications hut site preparation and completed mainline fiber



9

Madison County April 23, 2024

Pratts Area
Communications hut placement and REC pole fiber attachment



10

Campbell County, May 29, 2024

Concord Area Completed fiber connections



11

Appomattox County June 26, 2024

Morning Star Road/South Fork Lane Area Pedestal installation connections to Dominion middle mile poles



12

Greene County
July 31, 2024

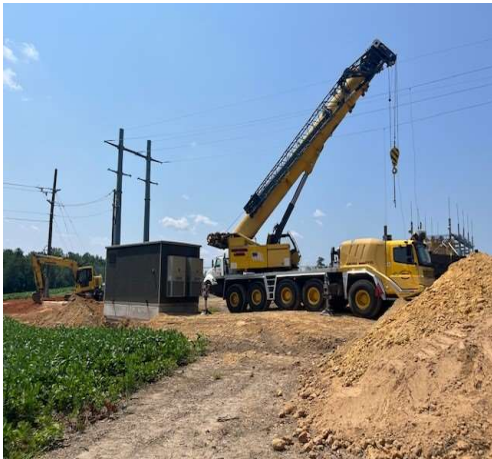
Standardsville Area
Completed fiber installation on REC poles



13

Louisa County
August 1, 2024

Gold Mine Road
Ellisville Communication Hut Placement



14

VATI 24 Grant Award



TJPDC and Firefly received \$12.2 million VATI 2024 grant



Supports a \$48.6 million expansion to our VATI 22 project



Will bring broadband at gigabit speeds to an additional 5,825 locations in 10 of the counties included in current project

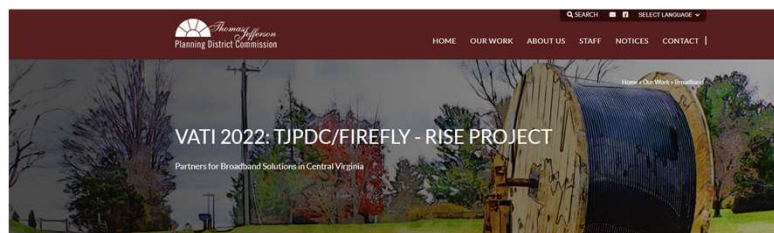


Continues collaborative partnerships with Rappahannock Electric Cooperative, Dominion Energy, and County governments

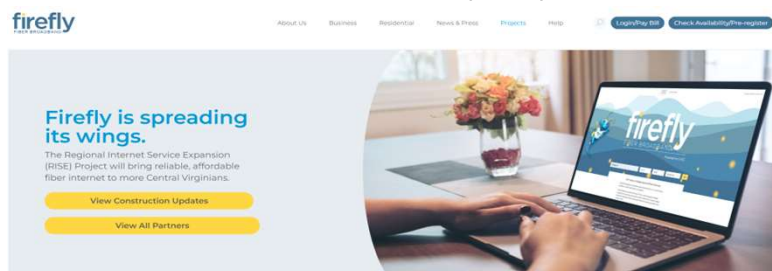
15

For Additional Information/Updates

Tjpd.org/our-work/broadband



Fireflyva.com/rise/



16

Watershed Implementation Plan (WIP) Update

CHESAPEAKE BAY PDC LOCALITY IMPLEMENTATION PROGRAM

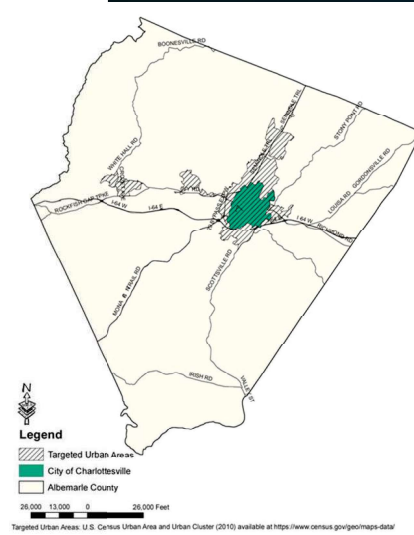
Background

- December 29, 2010, EPA established the Chesapeake Bay Total Daily Maximum Load (TMDL), a comprehensive pollution diet for the 64,000 square mile watershed.
- A TMDL is a planning tool that provides a calculated maximum amount of a particular pollutant a body of water can receive and still meet water quality standards determined by EPA
- Following TMDL development, water monitoring data continued to show poor water quality, degraded habitats, and low populations of fish and shellfish
- A four-part accountability framework was developed to help meet water quality, climate resiliency, sustainable fisheries, vital habitats and other goals
 - *Watershed Implementation Plans developed by Bay Jurisdictions*
 - *Two-year milestones to break WIPs into segments*
 - *EPA's progress tracking*
 - *EPA's commitment to take federal actions to ensure progress is made*



2024 Scope

- \$58,000 from DEQ and \$14,500 Local Match since 2018
- Successes:
 - Rain Barrel Workshops in Charlottesville, Albemarle, and Nelson Counties
 - Local Septic Repair and Pump Out Projects reported to the Chesapeake Bay Model
 - Updated [Grant Matrix](#): 28 Watershed Improvement Grants
 - Stewardship Mapping and Assessment Project
 - Partnerships with RCA, Middle James Roundtable, York River Roundtable, Resilient Together, Rivanna Stormwater Education Partnership and Friends of the Rappahannock to build capacity and increase best management practice implementation



With 2025 Chesapeake Bay goal out of reach, region plans for what's next

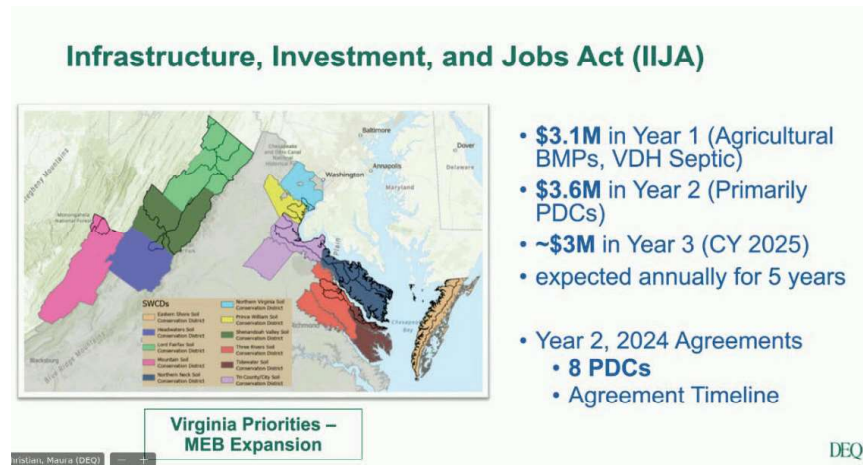
Karl Blankenship Oct. 7, 2022  5

40 YEARS OF CHESAPEAKE BAY RESTORATION: WHERE WE FAILED AND HOW TO CHANGE COURSE

by Jon A. Mueller

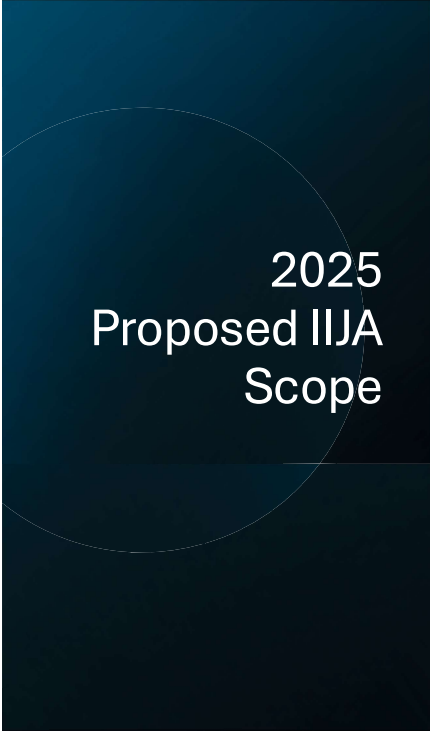
Jon A. Mueller is a visiting associate professor at the University of Maryland Carey School of Law. He previously served as Vice President for Litigation at the Chesapeake Bay Foundation.

DEQ Updates



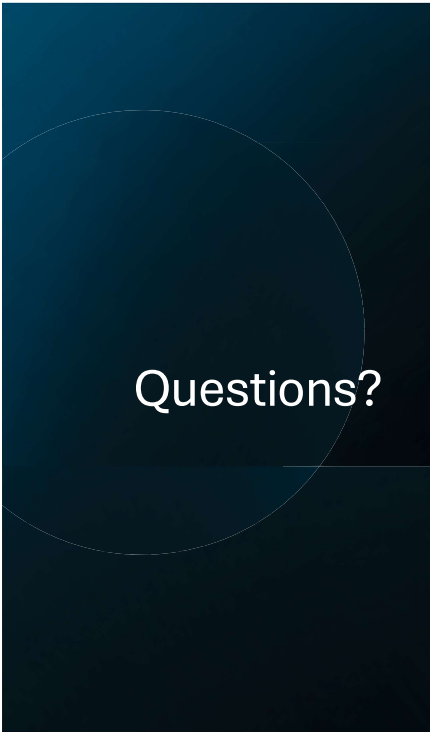
Funding Examples





2025 Proposed IIJA Scope

- TJPDC Pilot Septic Program
 - \$60,000
- Rain Barrel Workshops
 - \$15,000
- Greene County Streambank Restoration
 - \$75,000



Questions?

Email: iobrien@tjpdcc.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, June 6, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		x
Ned Gallaway, Chair	x		David Blount, Deputy Director		
Mike Pruitt	x		Ruth Emerick, Chief Operating Officer	x	
Fluvanna County			Laurie Jean Talun, Housing Grants Manager	x	
Tony O'Brien, Vice Chair	x		Sarah Simba, Regional Planner II	x	
Keith Smith, Treasurer					
Greene County					
Tim Goolsby	x				
James Higgins	x				
Louisa County					
Tommy Barlow	x				
Manning Woodward	x				
Nelson County					
Ernie Reed	x		GUESTS/PUBLIC PRESENT		
Jesse Rutherford			None		
City of Charlottesville					
Phil d'Oronzio	x				
Michael Payne	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Ned Gallaway, presided and called the meeting to order at 7:00 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.



2. MATTERS FROM THE PUBLIC:

- a. Comments by the Public:** None.
- b. Comments provided via email, online, web site, etc.:** None.

3. PRESENTATIONS:

a. HOME-CDBG Annual Action Plan Draft

Laurie Jean Talun, Regional Housing Grants Manager, gave an overview of the HOME-CDBG Annual Action Plan, including HUD requirements, population served, program goals, and planned activities.

b. Public Hearing for HOME-CDBG Annual Action Plan

Chair Ned Gallaway opened the public hearing for the Draft HOME-CDBG Annual Action Plan. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

c. HOME-CDBG Annual Action Plan Resolution

Motion/Action: On a motion by Tony O'Brien, seconded by Phil d'Oronzio, the Commission unanimously approved the resolution adopting the 2024-25 HOME-CDBG Annual Action Plan.

4. CONSENT AGENDA: Action Items

a. Minutes of May 2, 2024 Meeting and Closed Session

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously approved the May 2, 2024 Commission meeting minutes and May 2, 2024 Commission Closed Session minutes, as presented.

b. April Financial Reports

Ruth Emerick, Chief Operating Officer, gave an overview of the financial reports for April.

Motion/Action: On a motion by Tim Goolsby, seconded by Mike Pruitt, the Commission unanimously accepted the financial reports as presented.

5. NEW BUSINESS:

a. Smart Scale Resolution of Support Memo

Christine Jacobs gave an overview of Smart Scale applications and how they relate to the TJPDC's 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.

b. Smart Scale Resolution of Support for All Projects in the TJPDC Rural Areas

Motion/Action: On a motion by Mike Pruitt, seconded by Phil d'Oronzio, the Commission unanimously approved the Resolution Endorsing the Submission of Smart Scale Applications Requesting Transportation Funding by the Localities within the Thomas Jefferson Planning District Area, as presented.

6. OLD BUSINESS:

a. Election of TJPDC Officers for FY25

The slate of officers presented by the Nominating Committee at the May meeting is as follows:

Chair – Tony O'Brien, Fluvanna County
Vice Chair – Michael Payne, City of Charlottesville
Treasurer – Keith Smith, Fluvanna County
Secretary – Christine Jacobs, TJPDC staff

Motion/Action: On a motion by Phil d'Oronzio, seconded by Mike Pruitt, the Commission unanimously adopted a resolution to elect the following TJPDC officers for Fiscal Year 2025: Tony O'Brien, Chair (Fluvanna County); Michael Payne, Vice Chair (City of Charlottesville); Keith Smith, Treasurer (Fluvanna County); and Christine Jacobs, Secretary (TJPDC staff).

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Ruth Emerick shared that monthly updates are available in the Executive Director's Report within the meeting materials. Notably, a full-time intern started at the end of May to support transportation planning projects through the summer months.

8. CLOSED SESSION: per *Code of Virginia* § 2.2-3711(A)1 – Individual Employee Discussion

- a. **TJPDC Executive Director Annual Evaluation:** Using the attached closed session form, prepared by Christine Jacobs, the TJPDC Commission entered into a closed session per *Code of Virginia* § 2.2-3711(A)1. Participants of the public were placed into the online 'waiting room' in Zoom until the closed session ended.
- b. **Public Session Resumes:** Per the attached closed session form, the public session resumed, and visitors were re-admitted back into the TJPDC Commission Zoom meeting.

9. OTHER BUSINESS:

- a. **Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. **Tentative Items for Next Meeting – August 1, 2024**
 - i. Quarter Four (April-June) Financials
 - ii. Housing Preservation Grant Pre-Application Approval and Intergovernmental Review, Resolution

10. ADJOURNMENT:

Motion/Action: On a motion by Tommy Barlow, seconded by Phil d'Oronzio, the Commission unanimously voted to adjourn the June 6, 2024, Commission meeting at 8:26 pm.

Commission materials and meeting recording may be found at www.tjpd.org

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

June 6, 2024

Prepared by Christine Jacobs, TJPDC

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			None		
Ned Gallaway, Chair	X				
Mike Pruitt	X				
Fluvanna County					
Tony O'Brien, Vice Chair	X				
Keith Smith, Treasurer					
Greene County					
Tim Goolsby	X				
James Higgins	X				
Louisa County					
Tommy Barlow	X				
Manning Woodward	X				
Nelson County					
Ernie Reed	X		GUESTS/PUBLIC PRESENT		
Jesse Rutherford			None		
City of Charlottesville					
Phil d'Oronzio	X				
Michael Payne	X				

Closed Session:

1. **Motion to Enter Closed Session:** I, Mike Pruitt, move that the Commission be convened to a closed session pursuant to the exemption found in Sec. 2.2-3711(A)1 of the Code of Virginia to discuss matters of employee performance of the Executive Director. Motion seconded by Michael Payne.

Roll call vote:

_____ (Aye) (Nay) Michael Payne	absent _____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Phil d'Oronzio	_____ (Aye) (Nay) Tim Goolsby
_____ (Aye) (Nay) Ned Gallaway	_____ (Aye) (Nay) James Higgins
_____ (Aye) (Nay) Mike Pruitt	_____ (Aye) (Nay) Manning Woodward
_____ (Aye) (Nay) Tony O'Brien	_____ (Aye) (Nay) Tommy Barlow

_____ (Aye) (Nay) Ernie Reed
absent _____ (Aye) (Nay) Jesse Rutherford

Motion **(Passed)** (Failed)

2. **Motion to Exit Closed Session:** I, Mike Pruitt, move that the Commission exit closed session. Motion seconded by Michael Payne for the committee to exit closed session.

Roll call vote:

_____ (Aye) (Nay) Michael Payne
_____ (Aye) (Nay) Phil d'Oronzio
_____ (Aye) (Nay) Ned Gallaway
_____ (Aye) (Nay) Mike Pruitt
_____ (Aye) (Nay) Tony O'Brien
absent _____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Tim Goolsby

_____ (Aye) (Nay) James Higgins
_____ (Aye) (Nay) Manning Woodward
_____ (Aye) (Nay) Tommy Barlow
_____ (Aye) (Nay) Ernie Reed
absent _____ (Aye) (Nay) Jesse Rutherford

Motion **(Passed)** (Failed)

3. **Motion to Certify:** I Mike Pruitt move that the Commission certify that to the best of each member's knowledge, only public business matter lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the motion authorizing the closed session were heard, discussed or considered in the closed session. Motion seconded by Michael Payne to Certify.

Roll call vote:

_____ (Aye) (Nay) Michael Payne
_____ (Aye) (Nay) Phil d'Oronzio
_____ (Aye) (Nay) Ned Gallaway
_____ (Aye) (Nay) Mike Pruitt
_____ (Aye) (Nay) Tony O'Brien
absent _____ (Aye) (Nay) Keith Smith
_____ (Aye) (Nay) Tim Goolsby

_____ (Aye) (Nay) James Higgins
_____ (Aye) (Nay) Manning Woodward
_____ (Aye) (Nay) Tommy Barlow
_____ (Aye) (Nay) Ernie Reed
absent _____ (Aye) (Nay) Jesse Rutherford

Motion **(Passed)** (Failed)

Certified: 
Ned Gallaway (Jul 22, 2024 22:47 EDT)

Ned Gallaway, Chair

Jul 22, 2024

TJPDC Closed Session form for minutes - 6.6.2024

Final Audit Report

2024-07-23

Created:	2024-07-19
By:	Ruth Emerick (remerick@tjpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5vsQ-EA5PXYprzFBITa_SSYsmUpbpUwV

"TJPDC Closed Session form for minutes - 6.6.2024" History

-  Document created by Ruth Emerick (remerick@tjpd.org)
2024-07-19 - 4:34:12 PM GMT
-  Document emailed to Ned Gallaway (ngallaway@albemarle.org) for signature
2024-07-19 - 4:35:19 PM GMT
-  Email viewed by Ned Gallaway (ngallaway@albemarle.org)
2024-07-19 - 4:36:02 PM GMT
-  Email viewed by Ned Gallaway (ngallaway@albemarle.org)
2024-07-22 - 10:09:36 PM GMT
-  Document e-signed by Ned Gallaway (ngallaway@albemarle.org)
Signature Date: 2024-07-23 - 2:47:47 AM GMT - Time Source: server
-  Agreement completed.
2024-07-23 - 2:47:47 AM GMT

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, July 25, 2024

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
Albemarle County			Christine Jacobs, Executive Director		
Ned Galloway		x	David Blount, Deputy Director		x
Mike Pruitt		x	Ruth Emerick, Chief Operating Officer		x
Fluvanna County			Logan Ende, Regional Planner II		x
Tony O'Brien, Chair		x	Sarah Simba, Regional Planner II		x
Keith Smith, Treasurer		x			
Greene County					
Tim Goolsby					
James Higgins		x			
Louisa County					
Tommy Barlow		x			
Manning Woodward		x			
Nelson County					
Ernie Reed			GUESTS/PUBLIC PRESENT		
Jesse Rutherford		x	Natalie Oschrin		x
City of Charlottesville			Sean Tubbs		x
Phil d'Oronzio		x			
Michael Payne, Vice Chair		x			

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Chair, Tony O'Brien, presided and called the meeting to order at 6:03 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Notice of Electronic Meeting: Ruth Emerick read the Notice of Electronic Meeting.



2. PRESENTATION:

a. Housing Preservation Grant (HPG)

Logan Ende, Regional Housing Planner II, gave an overview of the USDA Rural Development Housing Preservation Grant program, including local history of administration of the grant, population served, program goals, and the proposed project scope for FFY24.

3. PUBLIC HEARING:

a. Housing Preservation Grant Public Hearing

Chair Tony O'Brien opened the public hearing for the draft Housing Preservation Grant Statement of Activities. There was no one from the public in attendance who made comments, nor were any comments submitted in advance of the meeting. The public hearing was closed.

4. NEW BUSINESS:

a. Inter-Governmental Review and Resolution of Support for Housing Preservation Grant

Ruth Emerick gave an overview of the Inter-Governmental Review (IGR) process and how the TJPDC has met that federal requirement.

Motion/Action: On a motion by Phil d'Oronzio, seconded by Keith Smith, the Commission unanimously approved the Resolution of Intergovernmental Review and Project Support for Housing Preservation Grant, as presented.

b. Remote Electronic Participation and All-Virtual Meeting Policy

David Blount shared an update on state legislation changes that impact how certain public bodies hold all-virtual meetings and allow remote participation. New requirements are for public bodies to annually adopt their remote participation and virtual meeting policy and for officials to have their camera turned on for purposes of a quorum. The number of all-virtual meetings allowed per year increases from 25% to 50%.

Motion/Action: On a motion by Tommy Barlow, seconded by Phil d'Oronzio, the Commission unanimously adopted the Remote Electronic Participation and All-Virtual Meeting Policy, as presented.

5. OLD BUSINESS:

a. Monthly Update on VATI Project

David Blount shared that Firefly hosted an event on June 25 to celebrate 30,000 fiber connections across central Virginia. Current project milestones include five communications huts, 1,046 miles of aerial fiber, 412 miles of underground fiber, and 13,059 passings. Additionally, the TJPDC was notified that their 2024 VATI grant application was awarded.

6. OTHER BUSINESS:

a. Next Meeting: September 5, 2024

7. ADJOURNMENT:

Motion/Action: On a motion by Keith Smith, seconded by Phil d’Oronzio, the Commission unanimously voted to adjourn the July 25, 2024, Commission meeting at 6:41 pm.

Commission materials and meeting recording may be found at www.tjpd.org

EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 5th day of September, 2024, by and between the **Thomas Jefferson Planning District Commission**, a Virginia planning district commission, (“TJPDC”), and **Christine E.B. Jacobs** (“Employee”), both of whom understand and agree as follows:

WITNESSETH:

WHEREAS, the Thomas Jefferson Planning District Commission desires to employ the services of Employee as Executive Director of the TJPDC, as provided by the Regional Cooperation Act (§ 15.2-4200 et al. of the *Code of Virginia*) and the Charter of the Thomas Jefferson Planning District Commission; and

WHEREAS, it is the desire of the Commission to provide certain benefits, establish certain conditions of employment, and to set working conditions of said Employee; and

WHEREAS, it is the desire of the Commission to (1) retain the services of Employee and to provide inducement for her to remain in such employment; (2) to make possible full work productivity by assuring Employee's morale and peace of mind with respect to future security; (3) to act as a deterrent against malfeasance or dishonesty for personal gain on the part of the Employee; and (4) to provide a just means for terminating employee's services at such time as she may be unable to fully discharge her duties or when the Commission may desire to otherwise terminate her employ; and

WHEREAS, Employee desires to accept employment as Executive Director of the Thomas Jefferson Planning District Commission; now

THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

Section 1. Duties

The Thomas Jefferson Planning District Commission hereby agrees to employ Employee as Executive Director to perform the functions and duties of Executive Director as specified in the Commission's Charter and policies and to perform such other legally permissible and proper duties and functions as the Commission shall from time-to-time assign.

Section 2. Term

A. This agreement shall be for a one (1) year term ending September 4, 2025. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Commission to terminate the services of Employee at any time, subject only to the provisions set forth in Section 9, paragraph A, of this agreement.

B. Nothing in this agreement shall prevent, limit, or otherwise interfere with the right of the Employee to resign at any time from her position with TJPDC subject only to the provision set forth in Section 9, paragraphs B and C, of this agreement.

C. In the event written notice is not given by either party at least sixty (60) days prior to the termination date as herein provided, this agreement shall be extended on the same terms and conditions for an additional one (1) year term and shall continue to renew annually until the required notice is given by either party.

Section 3. Salary

The TJPDC agrees to pay Employee for her services rendered pursuant hereto an annual base salary of \$128,218.08 payable in installments at the same time as other employees of TJPDC are paid. Employee will be evaluated by June of each year by the Commission or a committee thereof, at which time, TJPDC may, in its sole discretion, increase said base salary and/or other benefits of Employee in such amounts and to such an extent as the Commission may determine it is desirable to do so on the basis of that performance evaluation and such other factors as it may determine. Any salary increase awarded shall be effective for the pay period beginning July 1 of the current fiscal year.

Section 4. Hours of Work

It is generally expected that the Employee will maintain regular office hours consistent with the established normal business hours of TJPDC. However, it is recognized that Employee must devote significant time outside normal office hours to the business of TJPDC, and to that end Employee will be allowed to take compensatory time off up to an equivalent amount of time worked beyond those of normal office hours.

Section 5. Automobile Allowance

The Employee may use her personal automobile for Commission related business. Mileage will be reimbursed at the rate approved by the Commission for all employees and trip reimbursed mileage will be from Commission office to destination and return. The Employee shall be responsible for paying for any liability, property damage, and comprehensive insurance and for the purchase, operation, maintenance, repair, and regular replacement of said personal automobile.

Section 6. Dues and Subscriptions

TJPDC agrees, at its sole discretion, to budget and to pay the professional dues and subscriptions of Employee necessary for her continuation and full participation in national, regional, state, and local associations and organizations necessary and desirable for her continued professional participation, growth, and advancement, and for the good of TJPDC.

Section 7. Professional Development

A. TJPDC agrees, at its sole discretion, to budget and to pay the travel and subsistence expenses of Employee for professional and official travel, meetings, and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for TJPDC, including but not limited to state, regional and local governmental meetings as mutually agreed upon by the Employee and the Commission.

B. TJPDC also agrees, at its sole discretion, to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes, and seminars that are necessary for her professional development and for the good of the Commission.

C. TJPDC also agrees, at its sole discretion, to budget and to pay for education assistance, at a 1:1 ratio, that contributes to Employee's value to the TJPDC.

Section 8. General Expenses

A. TJPDC agrees that it will reimburse Employee for the reasonable costs of her personal cellular telephone or provide her with such a phone, at her discretion. Employee will also be provided a parking garage pass at the expense of TJPDC.

B. TJPDC recognizes that certain expenses of a non-personal and generally job-affiliated nature are incurred by Employee, and hereby agrees to reimburse or to pay said general expenses, and the Director of Finance is hereby authorized to disburse such monies upon receipt of duly executed expense vouchers, receipts, statements, or personal affidavits.

Section 9. Termination and Severance Pay

A. In the event Employee is terminated by the Commission before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform the duties of Executive Director, TJPDC agrees to pay Employee a lump sum cash payment equal to ninety (90) days aggregate salary, provided, however, that in the event Employee is terminated because of conviction of any illegal act involving personal gain to her, TJPDC shall have no obligation to pay the aggregate severance sum designated in this paragraph.

B. In the event Employee voluntarily resigns her position with TJPDC before expiration of the aforesaid term of employment, then Employee shall give TJPDC no less than sixty (60) days notice in advance.

C. In the event the Executive Director leaves TJPDC employment for any reason, the Executive Director agrees she will not represent any interest, other than a personal interest, before the Commission for a period of one year from date of separation, without prior approval of the TJPDC.

Section 10. Other Terms and Conditions of Employment

A. TJPDC shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the *Code of Virginia*, or any other law.

B. The Employee will accumulate annual leave at a rate of 18 days per year. All provisions of the *Code of Virginia* and regulations and rules of TJPDC relating to vacation and sick leave, retirement and pension system contributions, holidays, and other fringe benefits and working conditions as they now exist or hereafter may be amended, also shall apply to Employee as they would to other employees of TJPDC. This shall be in addition to said benefits enumerated specifically for the benefit of the Employee, except as herein provided.

Section 11. General Provisions

A. This agreement shall be binding upon and inure to the benefit of the heirs at law and executors of Employee.

B. This agreement shall become effective commencing September 5, 2024.

C. If any provision, or any portion thereof, contained in this agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

IN WITNESS WHEREOF, the Thomas Jefferson Planning District Commission has caused this agreement to be signed and executed in its behalf by the Chairperson of the Commission, and the

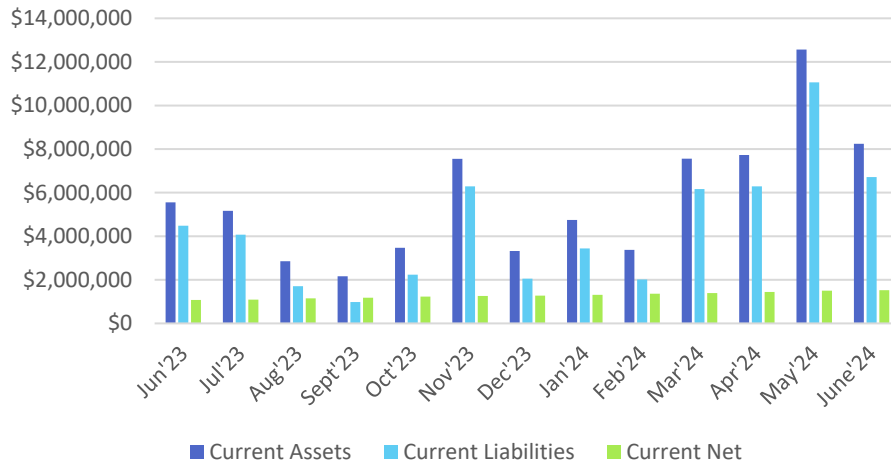
Employee has signed and executed this agreement, both in duplicate, the day and year first above written.

Tony O'Brien, Commission Chair
Thomas Jefferson Planning District Commission
Charlottesville, VA 22902

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission
Charlottesville, VA 22902

NET QUICK ASSETS

Target = \$669,618 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$133,924



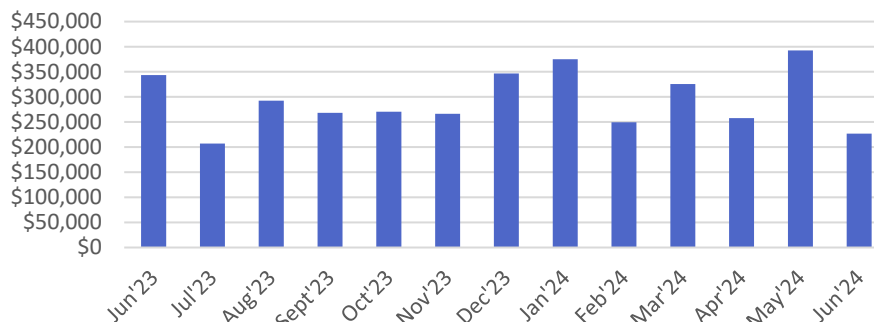
MONTHLY NET QUICK ASSETS

Jun'23 = \$1,073,885
July'23 = \$1,092,237
Aug'23 = \$1,146,254
Sept'23 = \$1,177,731
Oct'23 = \$1,232,483
Nov'23 = 1,259,409
Dec'23 = 1,273,774
Jan'24 = \$1,309,673
Feb'24 = \$1,364,137
Mar'24 = \$1,395,162
Apr'24 = \$1,442,556
May'24 = \$1,502,579
June'24 = \$1,523,939

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of June 2024, the TJPDC had 11.38 months of operating expenses. The rolling twelve-month average operating expenses decreased to \$133,924. The 3-month average operating expenses are \$136,249. Actual operating expenses for May were \$145,019 and for June were \$143,445. Capital reserves on June 30 were \$854,321 (NQA of \$1,523,939 minus 5 months operating expenses of \$669,618).

UNRESTRICTED CASH ON HAND

Target = \$535,694 (4 months operating expenses)
Alarm = <\$267,847 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

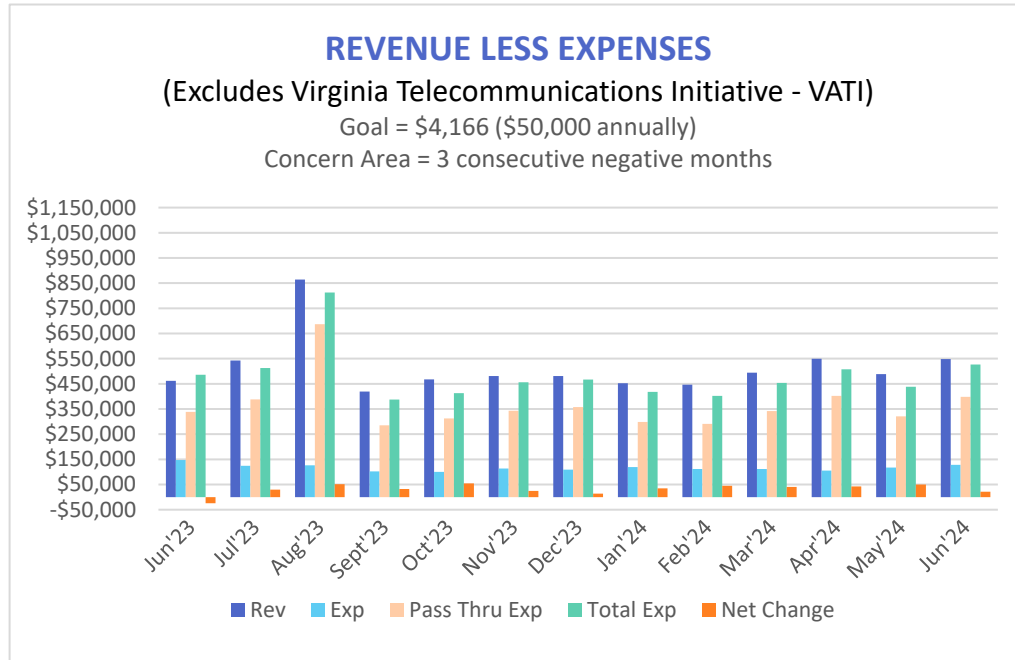
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to

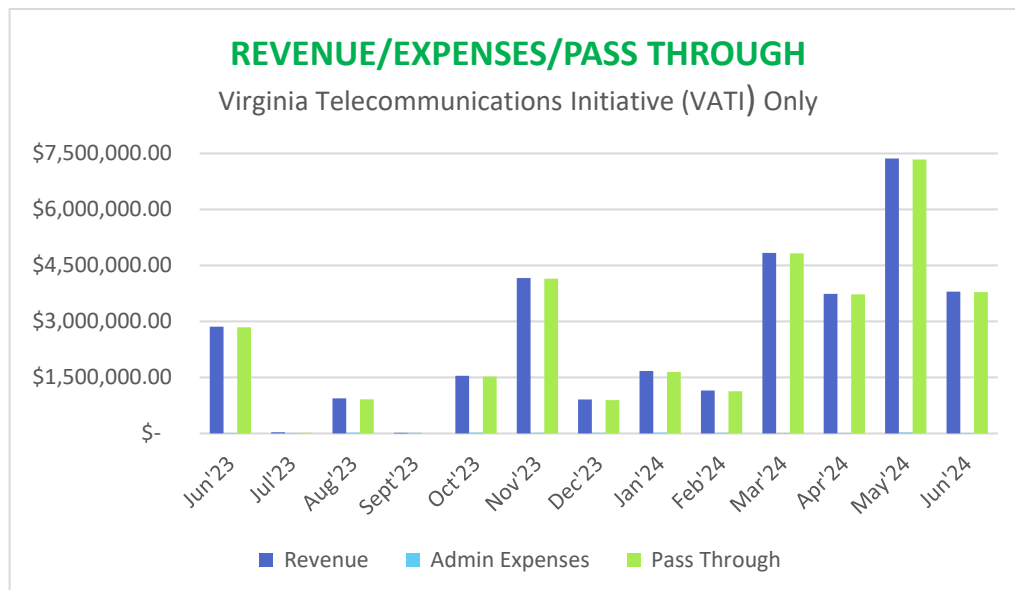
give the number of months of operation without any additional cash received. June's financials indicate that there were 1.69 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Jun'23 = (\$24,309)
Jul'23 = \$30,661
Aug'23 = \$51,168
Sept'23 = \$32,138
Oct'23 = \$54,532
Nov'23 = \$24,355
Dec'23 = \$14,096
Jan'24 = \$34,814
Feb'24 = \$44,694
Mar'24 = \$40,588
Apr'24 = \$42,269
May'24 = \$49,807
Jun'24 = \$21,748



MONTHLY ADMIN

Jun'23 = \$16,734
Jul'23 = \$15,531
Aug'23 = \$23,924
Sept'23 = \$21,064
Oct'23 = \$22,897
Nov'23 = \$18,290
Dec'23 = \$19,456
Jan'24 = \$22,308
Feb'24 = \$20,510
Mar'24 = \$15,485
Apr'24 = \$14,924
May'24 = \$27,355
June'24 = \$14,920

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been

removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass through graph both shown above.

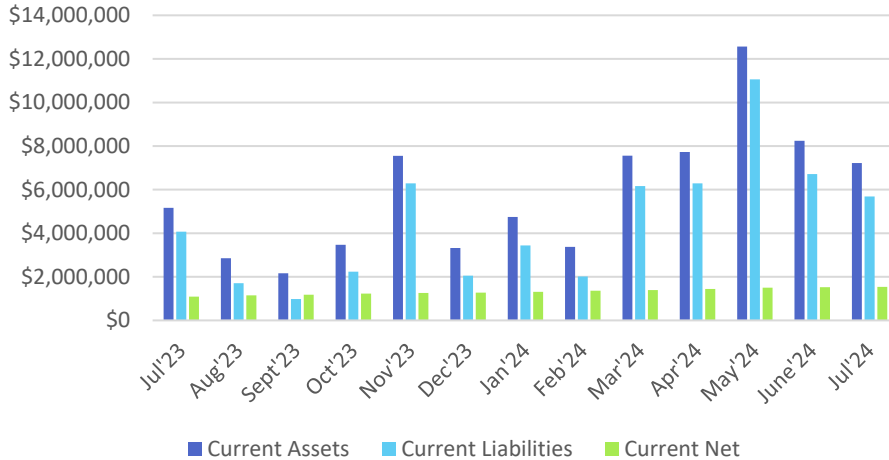
The agency's net gain in May was \$49,807 and in June was \$21,748.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

NET QUICK ASSETS

Target = \$671,647 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$134,329



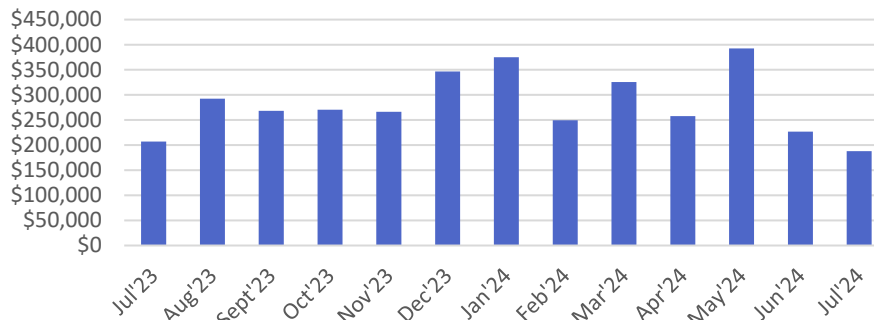
MONTHLY NET QUICK ASSETS

July'23 = \$1,092,237
Aug'23 = \$1,146,254
Sept'23 = \$1,177,731
Oct'23 = \$1,232,483
Nov'23 = 1,259,409
Dec'23 = 1,273,774
Jan'24 = \$1,309,673
Feb'24 = \$1,364,137
Mar'24 = \$1,395,162
Apr'24 = \$1,442,556
May'24 = \$1,502,579
Jun'24 = \$1,523,939
Jul'24 = \$1,538,193

NET QUICK ASSETS are the highly liquid assets held by the agency, including cash, marketable securities, and accounts receivable. Net quick assets (NQA) are calculated as current assets (cash + marketable securities + prepaid assets + accounts receivable) minus current liabilities of payables and deferred revenue. The target is 5 months of operating expenses (TJPDC costs minus pass-through and project contractual expenses), based on a rolling twelve-month average. The Commission has earmarked excess NQA above the target as Capital Reserves. As of the end of July 2024, the TJPDC had 11.45 months of operating expenses. The rolling twelve-month average operating expenses increased to \$134,329. The 3-month average operating expenses are \$149,879. Actual operating expenses for July were \$145,047. Capital reserves on July 31 were \$866,546 (NQA of \$1,538,193 minus 5 months operating expenses of \$671,647).

UNRESTRICTED CASH ON HAND

Target = \$537,318 (4 months operating expenses)
Alarm = <\$268,659 (average oper exp 2 mos)



UNRESTRICTED CASH ON HAND

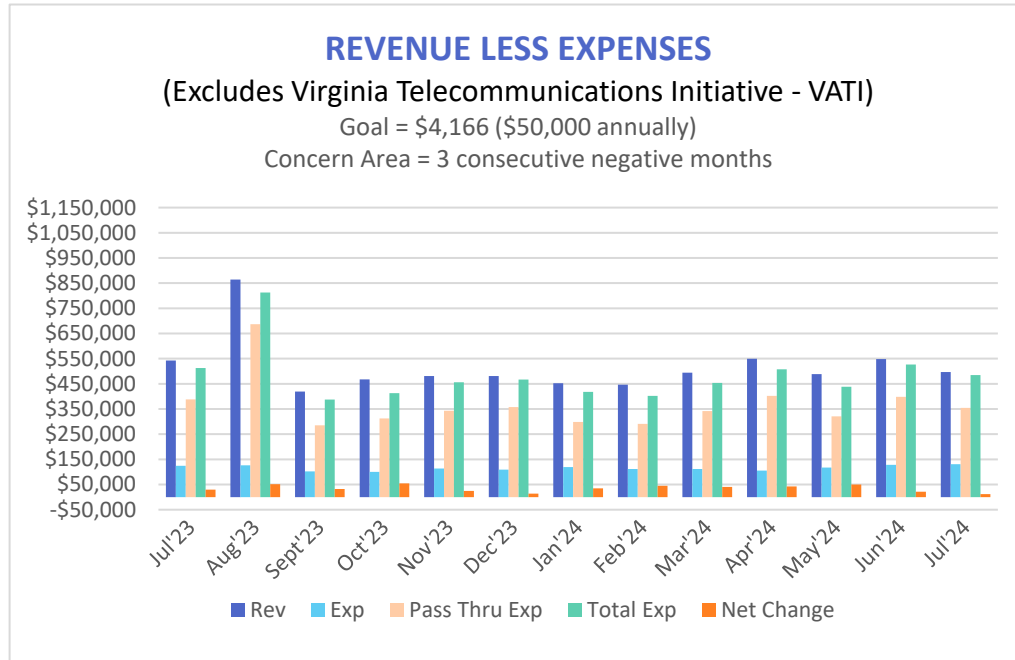
consists of funds held in checking and money market accounts immediately available to TJPDC for expenses. Cash does not include pass-through deposits in transit. Total cash minus notes payable minus deferred revenue = Unrestricted Cash on Hand.

MONTHS OF UNRESTRICTED CASH

divides unrestricted cash on hand by the agency's average monthly operating expenses to

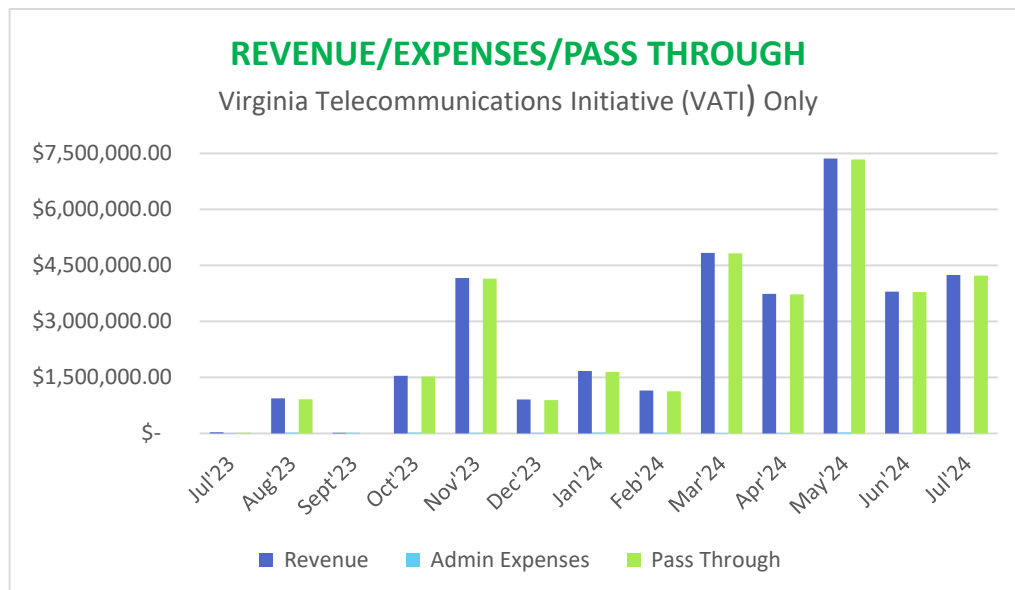
give the number of months of operation without any additional cash received. July financials indicate that there were 1.4 months of unrestricted cash on hand available.

NET REVENUE:



MONTHLY NET REVENUE

Jul'23 = \$30,661
 Aug'23 = \$51,168
 Sept'23 = \$32,138
 Oct'23 = \$54,532
 Nov'23 = \$24,355
 Dec'23 = \$14,096
 Jan'24 = \$34,814
 Feb'24 = \$44,694
 Mar'24 = \$40,588
 Apr'24 = \$42,269
 May'24 = \$49,807
 Jun'24 = \$21,748
 Jul'24 = \$11,876



MONTHLY ADMIN

Jul'23 = \$15,531
 Aug'23 = \$23,924
 Sept'23 = \$21,064
 Oct'23 = \$22,897
 Nov'23 = \$18,290
 Dec'23 = \$19,456
 Jan'24 = \$22,308
 Feb'24 = \$20,510
 Mar'24 = \$15,485
 Apr'24 = \$14,924
 May'24 = \$27,355
 June'24 = \$14,920
 Jul'24 = \$14,508

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. To prevent skewing of the data, pass through revenue and expenses from the Virginia Telecommunications Program (VATI) have been

removed from the Revenue Less Expenses graph/data and are reported separately in the VATI revenues, expenses, and pass through graph both shown above.

The agency's net gain in July was \$11,876. The July Accrued Revenue Report shows the total average available funds of \$184,229 for the remaining 11 months in FY25, which is ample revenue to cover projected expenses.

NOTES

1. Target is a reasonable expectation that the TJPDC may reach this level to achieve our long-range financial goals. A plan will be developed showing how these target goals are expected to be achieved through daily financial management practices.
2. Concern is a level where staff will immediately identify causes of the change in financial position, whether this is a special one-time circumstance caused by a financial action or whether a trend is emerging caused by one of more operational or financial circumstances and prepare a plan of action to correct or reverse the trend.
3. Back up documentation and details of this Financial Dashboard can be found in the monthly financial statements of Balance Sheet, Consolidated Profit and Loss Report, and the Accrued Revenue Report supplied to the TJPDC Commissioners.
4. The average monthly operating expense is a rolling twelve-month average of operating expenses (TJPDC costs minus pass-through and project contractual expenses).
5. The TJPDC earmarked some of TJPDC's reserves for a building or capital fund in FY18, tied to Net Quick Assets.

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
May 2024

1:00 PM
08/30/24
Accrual Basis

	May 24	Budget	Jul '23 - May 24	YTD Budget
Ordinary Income/Expense				
Income				
41100 · Federal Funding Source	5,883,279	1,567,820	23,449,003	17,246,023
4120 · State Funding Source	52,880	96,177	695,171	1,057,952
4130 · Local Source	1,897,146	706,103	7,912,401	7,765,562
42000 · Local Match Per Capita	14,255	14,255	156,800	156,800
4280 · Interest Income	6,012	2,083	55,447	22,917
4999 · Prior Year Rev Corr	0		11,237	
Total Income	7,853,572	2,386,439	32,280,058	26,249,254
Gross Profit	7,853,572	2,386,439	32,280,058	26,249,254
Expense				
61000 · Personnel	100,053	105,905	1,119,512	1,164,952
6900 · Reimb. Overhead Allocation	0	(0)	0	0
6240 · Advertising	6,299	1,986	10,230	21,843
62394 · Audit -Legal Expenses	14,308	3,806	28,042	41,869
6258 · Bank Charges	40	27	356	293
6260 · COGS	0	250	6,863	2,750
6281 · Dues	850	844	9,583	9,282
6242 · Employee Hiring & Recruitment	1,870		7,373	
62850 · Insurance	578	625	6,828	6,875
6345 · Janitorial Service	233	292	2,386	3,208
6450 · Meeting Expenses	515	417	4,129	4,591
6310 · Postage	2	48	248	526
62890 · Printing/Copier	308	401	2,439	4,405
6390 · Professional Dev & Meetings	648	2,201	15,109	24,209
6320 · Rent	8,753	8,822	95,542	95,473
6280 · Subscription-Publications	0	20	218	215
6290 · Supplies	901	680	7,786	7,476
63210 · Technology & Equipment	585	2,406	20,701	26,461
6600 · Telephone & Internet Service	1,280	1,208	14,738	13,284
6380 · TJPDC Contractual Services	3,924	9,855	66,243	108,403
63300 · Travel	3,871	3,405	29,024	37,451
Total Expense	145,019	143,195	1,447,348	1,573,571
Net Ordinary Income	7,708,553	2,243,244	30,832,710	24,675,683
Other Income/Expense				
Other Expense				
82999 · Grants Contractual Services	62,773	122,906	838,881	1,351,970
83000 · HOME Pass-Through	7,120	94,348	755,163	1,037,826
84000 · Grants Pass-Through	7,588,854	2,000,705	28,800,193	22,007,759
Total Other Expense	7,658,746	2,217,960	30,394,237	24,397,556
Net Other Income	(7,658,746)	(2,217,960)	(30,394,237)	(24,397,556)
Net Income	49,807	25,284	438,473	278,128

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
May 2024

1:00 PM
08/30/24
Accrual Basis

	<u>Annual Budget</u>
Ordinary Income/Expense	
Income	
41100 · Federal Funding Source	18,813,844
4120 · State Funding Source	1,154,129
4130 · Local Source	8,471,665
42000 · Local Match Per Capita	171,055
4280 · Interest Income	25,000
4999 · Prior Year Rev Corr	
Total Income	<u>28,635,693</u>
Gross Profit	28,635,693
Expense	
61000 · Personnel	1,270,856
6900 · Reimb. Overhead Allocation	0
6240 · Advertising	23,829
62394 · Audit -Legal Expenses	45,675
6258 · Bank Charges	320
6260 · COGS	3,000
6281 · Dues	10,126
6242 · Employee Hiring & Recruitment	
62850 · Insurance	7,500
6345 · Janitorial Service	3,500
6450 · Meeting Expenses	5,009
6310 · Postage	574
62890 · Printing/Copier	4,806
6390 · Professional Dev & Meetings	26,410
6320 · Rent	104,296
6280 · Subscription-Publications	235
6290 · Supplies	8,156
63210 · Technology & Equipment	28,867
6600 · Telephone & Internet Service	14,492
6380 · TJPDC Contractual Services	118,258
63300 · Travel	40,856
Total Expense	<u>1,716,765</u>
Net Ordinary Income	26,918,928
Other Income/Expense	
Other Expense	
82999 · Grants Contractual Services	1,474,877
83000 · HOME Pass-Through	1,132,174
84000 · Grants Pass-Through	24,008,465
Total Other Expense	<u>26,615,515</u>
Net Other Income	<u>(26,615,515)</u>
Net Income	<u><u>303,413</u></u>

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
June 2024

1:00 PM

08/30/24

Accrual Basis

	Jun 24	Budget	Jul '23 - Jun 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	3,477,916	1,567,820	26,926,920	18,813,844	18,813,844
4120 · State Funding Source	143,689	96,177	838,859	1,154,129	1,154,129
4130 · Local Source	692,988	706,103	8,605,389	8,471,665	8,471,665
42000 · Local Match Per Capita	14,255	14,255	171,054	171,055	171,055
4279 · Program Income	14,998		14,998		
4280 · Interest Income	5,829	2,083	61,276	25,000	25,000
4999 · Prior Year Rev Corr	0		11,237		
Total Income	4,349,674	2,386,439	36,629,733	28,635,693	28,635,693
Gross Profit	4,349,674	2,386,439	36,629,733	28,635,693	28,635,693
Expense					
61000 · Personnel	104,372	105,905	1,223,883	1,270,856	1,270,856
6900 · Reimb. Overhead Allocation	0	(0)	0	0	0
6240 · Advertising	2,945	1,986	13,175	23,829	23,829
62394 · Audit -Legal Expenses	711	3,806	28,753	45,675	45,675
6258 · Bank Charges	80	27	436	320	320
6260 · COGS	0	250	6,863	3,000	3,000
6281 · Dues	905	844	10,488	10,126	10,126
6242 · Employee Hiring & Recruitment	335		7,708		
62850 · Insurance	578	625	7,406	7,500	7,500
6345 · Janitorial Service	159	292	2,545	3,500	3,500
6450 · Meeting Expenses	254	417	4,383	5,009	5,009
6310 · Postage	78	48	326	574	574
62890 · Printing/Copier	100	400	2,539	4,806	4,806
6390 · Professional Dev & Meetings	1,519	2,201	16,628	26,410	26,410
6320 · Rent	8,753	8,822	104,296	104,296	104,296
6280 · Subscription-Publications	99	20	317	235	235
6290 · Supplies	484	680	8,270	8,156	8,156
63210 · Technology & Equipment	5,891	2,406	26,592	28,867	28,867
6600 · Telephone & Internet Service	1,341	1,208	16,079	14,492	14,492
6380 · TJPDC Contractual Services	11,098	9,855	77,341	118,258	118,258
63300 · Travel	3,742	3,405	32,766	40,856	40,856
Total Expense	143,445	143,194	1,590,793	1,716,765	1,716,765
Net Ordinary Income	4,206,230	2,243,245	35,038,940	26,918,928	26,918,928
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	171,229	122,906	1,010,110	1,474,877	1,474,877
83000 · HOME Pass-Through	20,098	94,348	775,261	1,132,174	1,132,174
84000 · Grants Pass-Through	3,993,154	2,000,705	32,793,347	24,008,465	24,008,465
Total Other Expense	4,184,481	2,217,959	34,578,718	26,615,515	26,615,515
Net Other Income	(4,184,481)	(2,217,959)	(34,578,718)	(26,615,515)	(26,615,515)
Net Income	21,748	25,285	460,222	303,413	303,413

Thomas Jefferson Planning District Commission
Consolidated Profit and Loss
July 2024

1:01 PM

08/30/24

Accrual Basis

	Jul 24	Budget	Jul 24	YTD Bud...	Annual ...
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	4,364,655	0	4,364,655	0	0
4120 · State Funding Source	37,403	0	37,403	0	0
4130 · Local Source	315,851	0	315,851	0	0
42000 · Local Match Per Capita	14,868	0	14,868	0	0
4279 · Program Income	1,840		1,840		
4280 · Interest Income	5,864	0	5,864	0	0
Total Income	4,740,482	0	4,740,482	0	0
Gross Profit	4,740,482	0	4,740,482	0	0
Expense					
61000 · Personnel	109,732	0	109,732	0	0
62394 · Audit -Legal Expenses	608	0	608	0	0
6258 · Bank Charges	95	0	95	0	0
6281 · Dues	3,013	0	3,013	0	0
6242 · Employee Hiring & Recruitment	475		475		
62850 · Insurance	1,552	0	1,552	0	0
6345 · Janitorial Service	161	0	161	0	0
6450 · Meeting Expenses	393	0	393	0	0
6310 · Postage	3	0	3	0	0
62890 · Printing/Copier	189	0	189	0	0
6390 · Professional Dev & Meetings	6,529	0	6,529	0	0
6320 · Rent	8,753	0	8,753	0	0
6290 · Supplies	1,086	0	1,086	0	0
63210 · Technology & Equipment	5,584	0	5,584	0	0
6600 · Telephone & Internet Service	1,331	0	1,331	0	0
6380 · TJPDC Contractual Services	3,215	0	3,215	0	0
63300 · Travel	2,326	0	2,326	0	0
Total Expense	145,047	0	145,047	0	0
Net Ordinary Income	4,595,435	0	4,595,435	0	0
Other Income/Expense					
Other Expense					
82999 · Grants Contractual Services	42,890	0	42,890	0	0
83000 · HOME Pass-Through	18,340	0	18,340	0	0
84000 · Grants Pass-Through	4,522,329	0	4,522,329	0	0
Total Other Expense	4,583,559	0	4,583,559	0	0
Net Other Income	(4,583,559)	0	(4,583,559)	0	0
Net Income	11,876	0	11,876	0	0

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of May 31, 2024

	May 31, 24	May 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	792,941.10	1,345,402.42	-552,461.32
1189 · Capital Reserve	824,405.00	411,094.00	413,311.00
Total Checking/Savings	1,617,346.10	1,756,496.42	-139,150.32
Accounts Receivable			
1190 · Receivable Grants	10,930,485.35	3,762,569.96	7,167,915.39
Total Accounts Receivable	10,930,485.35	3,762,569.96	7,167,915.39
Other Current Assets			
1310 · Prepaid Rent	1,125.00	1,125.00	0.00
1330 · Prepaid Insurance	678.34	648.55	29.79
1360 · Prepaid Other	16,032.43	4,680.70	11,351.73
Total Other Current Assets	17,835.77	6,454.25	11,381.52
Total Current Assets	12,565,667.22	5,525,520.63	7,040,146.59
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-117,340.19	-108,773.01	-8,567.18
Total Fixed Assets	19,367.49	27,934.67	-8,567.18
TOTAL ASSETS	12,585,034.71	5,553,455.30	7,031,579.41
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	10,637,822.73	3,861,578.70	6,776,244.03
Total Accounts Payable	10,637,822.73	3,861,578.70	6,776,244.03
Credit Cards			
2155 · Accounts Payable Credit Card	6,161.22	5,073.55	1,087.67
Total Credit Cards	6,161.22	5,073.55	1,087.67
Other Current Liabilities			
2160 · Accrued Payroll Payable	18,696.16	7,988.65	10,707.51
2468 · 401A VRS Contribution	-0.13	3,252.97	-3,253.10
2469 · Hybrid VRS Contribution	0.01	255.46	-255.45
2470 · Hybrid-457	0.00	1,373.26	-1,373.26
2800 · Deferred Revenue	400,408.14	556,741.31	-156,333.17
Total Other Current Liabilities	419,104.18	569,611.65	-150,507.47
Total Current Liabilities	11,063,088.13	4,436,263.90	6,626,824.23
Long Term Liabilities			
2200 · Leave Payable	43,844.49	41,613.30	2,231.19
Total Long Term Liabilities	43,844.49	41,613.30	2,231.19
Total Liabilities	11,106,932.62	4,477,877.20	6,629,055.42
Equity			
3000 · General Operating Fund	195,856.19	493,328.46	-297,472.27

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of May 31, 2024

	May 31, 24	May 31, 23	\$ Change
3100 · Restricted Capital Reserve	824,405.00	411,094.00	413,311.00
3600 · Net Investment in Fixed Assets	19,367.49	25,404.21	-6,036.72
Net Income	438,473.41	145,751.43	292,721.98
Total Equity	1,478,102.09	1,075,578.10	402,523.99
TOTAL LIABILITIES & EQUITY	12,585,034.71	5,553,455.30	7,031,579.41

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	660,154.03	712,795.43	-52,641.40
1189 · Capital Reserve	854,321.00	411,094.00	443,227.00
Total Checking/Savings	1,514,475.03	1,123,889.43	390,585.60
Accounts Receivable			
1190 · Receivable Grants	6,710,404.72	4,424,583.75	2,285,820.97
Total Accounts Receivable	6,710,404.72	4,424,583.75	2,285,820.97
Other Current Assets			
1310 · Prepaid Rent	900.00	900.00	0.00
1360 · Prepaid Other	16,412.32	8,317.32	8,095.00
Total Other Current Assets	17,312.32	9,217.32	8,095.00
Total Current Assets	8,242,192.07	5,557,690.50	2,684,501.57
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-117,843.25	-109,613.51	-8,229.74
Total Fixed Assets	18,864.43	27,094.17	-8,229.74
TOTAL ASSETS	8,261,056.50	5,584,784.67	2,676,271.83
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	6,265,970.04	4,101,298.00	2,164,672.04
Total Accounts Payable	6,265,970.04	4,101,298.00	2,164,672.04
Credit Cards			
2155 · Accounts Payable Credit Card	14,169.32	9,410.53	4,758.79
Total Credit Cards	14,169.32	9,410.53	4,758.79
Other Current Liabilities			
2160 · Accrued Payroll Payable	4,748.21	7,445.09	-2,696.88
2468 · 401A VRS Contribution	0.00	3,057.43	-3,057.43
2469 · Hybrid VRS Contribution	0.00	-58.88	58.88
2470 · Hybrid-457	0.00	515.28	-515.28
2800 · Deferred Revenue	433,365.88	375,910.63	57,455.25
Total Other Current Liabilities	438,114.09	386,869.55	51,244.54
Total Current Liabilities	6,718,253.45	4,497,578.08	2,220,675.37
Long Term Liabilities			
2200 · Leave Payable	43,455.61	42,044.25	1,411.36
Total Long Term Liabilities	43,455.61	42,044.25	1,411.36
Total Liabilities	6,761,709.06	4,539,622.33	2,222,086.73
Equity			
3000 · General Operating Fund	165,940.19	493,328.46	-327,388.27

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change
3100 · Restricted Capital Reserve	854,321.00	411,094.00	443,227.00
3600 · Net Investment in Fixed Assets	18,864.43	24,901.15	-6,036.72
Net Income	460,221.82	115,838.73	344,383.09
Total Equity	1,499,347.44	1,045,162.34	454,185.10
TOTAL LIABILITIES & EQUITY	8,261,056.50	5,584,784.67	2,676,271.83

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	630,517.89	619,840.38	10,677.51
1189 · Capital Reserve	866,546.00	418,331.00	448,215.00
Total Checking/Savings	1,497,063.89	1,038,171.38	458,892.51
Accounts Receivable			
1190 · Receivable Grants	5,702,990.66	4,111,907.37	1,591,083.29
Total Accounts Receivable	5,702,990.66	4,111,907.37	1,591,083.29
Other Current Assets			
1310 · Prepaid Rent	675.00	675.00	0.00
1330 · Prepaid Insurance	6,913.49	7,462.57	-549.08
1360 · Prepaid Other	15,782.01	10,403.79	5,378.22
Total Other Current Assets	23,370.50	18,541.36	4,829.14
Total Current Assets	7,223,425.05	5,168,620.11	2,054,804.94
Fixed Assets			
1411 · Power Edge T340 Server	9,175.61	9,175.61	0.00
1413 · Server Software	5,197.50	5,197.50	0.00
1400 · Office furniture and Equipment	122,334.57	122,334.57	0.00
1499 · Accumulated Depreciation	-118,346.31	-110,454.01	-7,892.30
Total Fixed Assets	18,361.37	26,253.67	-7,892.30
TOTAL ASSETS	7,241,786.42	5,194,873.78	2,046,912.64
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	5,220,870.70	3,644,284.05	1,576,586.65
Total Accounts Payable	5,220,870.70	3,644,284.05	1,576,586.65
Credit Cards			
2155 · Accounts Payable Credit Card	11,646.44	6,695.75	4,950.69
Total Credit Cards	11,646.44	6,695.75	4,950.69
Other Current Liabilities			
2159 · Accrued Expenses	983.33	608.33	375.00
2160 · Accrued Payroll Payable	9,043.62	7,231.30	1,812.32
2180 · Garnishment Payable	0.00	264.49	-264.49
2468 · 401A VRS Contribution	0.00	3,276.76	-3,276.76
2469 · Hybrid VRS Contribution	0.00	-47.03	47.03
2470 · Hybrid-457	0.00	557.61	-557.61
2800 · Deferred Revenue	442,688.25	403,063.52	39,624.73
Total Other Current Liabilities	452,715.20	414,954.98	37,760.22
Total Current Liabilities	5,685,232.34	4,065,934.78	1,619,297.56
Long Term Liabilities			
2200 · Leave Payable	45,833.92	43,697.70	2,136.22
Total Long Term Liabilities	45,833.92	43,697.70	2,136.22
Total Liabilities	5,731,066.26	4,109,632.48	1,621,433.78
Equity			
3000 · General Operating Fund	153,715.19	601,930.19	-448,215.00

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of July 31, 2024

	Jul 31, 24	Jul 31, 23	\$ Change
3100 · Restricted Capital Reserve	866,546.00	418,331.00	448,215.00
32000 · Unrestricted Net Assets	460,221.82	0.00	460,221.82
3600 · Net Investment in Fixed Assets	18,361.37	24,398.09	-6,036.72
Net Income	11,875.78	40,582.02	-28,706.24
Total Equity	1,510,720.16	1,085,241.30	425,478.86
TOTAL LIABILITIES & EQUITY	7,241,786.42	5,194,873.78	2,046,912.64

Total Grant Funds Remaining	\$	-
Pass-through funds	\$	-
TJPDC Available Funds	\$	-
Average Funds Available per Month	\$	-

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2025

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/ GRANT AMOUNT	JULY 2024	YEAR TO DATE FY25	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY26+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY25	NOTES
110	State Support to PDC (DHCD)	\$ 114,971	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,971	State funding to TJPDC General/Contingency
112	TJPD Corporation	\$ 135	\$ 135	\$ 135	\$ -	\$ -	\$ 135	\$ (0)	501(c)3 Non-profit Arm
110	Bank Interest	\$ 35,000	\$ 5,861	\$ 5,861	\$ -	\$ -	\$ 5,861	\$ 29,139	Investment Pool Savings Income
120	SCRC	\$ 23,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,000	*SCRC Cooperative Agreement (Oct 1-Sept 30)
170/171	Rural Transportation	\$ 58,000	\$ 5,114	\$ 5,114	\$ -	\$ -	\$ 5,114	\$ 52,886	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	\$ 24,000	\$ 2,420	\$ 2,420	\$ -	\$ -	\$ 2,420	\$ 21,580	Rental Fees
277	Legislative Liaison	\$ 118,128	\$ 5,608	\$ 5,608	\$ -	\$ -	\$ 5,608	\$ 112,520	*Legislative Operations - \$12,700 in deferred revenue budgeted
278	VAPDC-ED	\$ 55,000	\$ 4,583	\$ 4,583	\$ -	\$ -	\$ 4,583	\$ 50,417	Contract for Admin Services
296	Member Per Capita	\$ 178,411	\$ 14,868	\$ 14,868	\$ -	\$ -	\$ 14,868	\$ 163,543	Local Govt Annual Contributions
303	Solid Waste	\$ 10,500	\$ 1,628	\$ 1,628	\$ -	\$ 1,000	\$ 1,628	\$ 7,872	*Contract for annual reporting
325	Mineral	\$ 5,000	\$ 334	\$ 334	\$ -	\$ -	\$ 334	\$ 4,666	Contract for Support Developing Town of Mineral Comprehensive Plan
907	WIP Phase III - Contract #7	\$ 58,000	\$ 4,597	\$ 4,597	\$ 39,624	\$ -	\$ 44,222	\$ 13,778	*Watershed Improvement Plan
907	WIP Phase III - Contract #8	\$ 58,000	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ 29,000	Watershed Improvement Plan
908	RRBC	\$ 10,500	\$ 3,156	\$ 3,156	\$ -	\$ -	\$ 3,156	\$ 7,344	*Rivanna River Basin Commission
915	RainBarrel Workshop - Middle James Roundtable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Middle James Roundtable (DEQ funding) for Rainbarrel Workshop
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus								
172	Safe Streets and Roads for All (SS4A)	\$ 82,000	\$ 6,721	\$ 6,721	\$ 26,054	\$ 13,789	\$ 32,775	\$ 35,436	*Estimated Completion - June 2025
	SS4A Pass-Thru	\$ 990,000	\$ 22,100	\$ 22,100	\$ 266,545	\$ 142,091	\$ 288,645	\$ 559,264	*Pass through to Kimley Horn, AvidCore, and VDOT
180A-24	Mobility Management - 2024	\$ 67,931	\$ 11,172	\$ 11,172	\$ 56,759	\$ -	\$ 67,931	\$ (0)	*Mobility Management - Oct 1 - September 30, 2024
	Mobility Management Pass-Thru - 2024	\$ 46,664	\$ 4,848	\$ 4,848	\$ 15,462	\$ -	\$ 20,310	\$ 26,354	Contracted with JABA
180A-25	Mobility Management - 2025	\$ 71,621	\$ -	\$ -	\$ -	\$ 17,905	\$ -	\$ 53,716	*Mobility Management - Oct 1 - September 30, 2025
	Mobility Management Pass-Thru - 2025	\$ 135,000	\$ -	\$ -	\$ -	\$ 33,750	\$ -	\$ 101,250	
180B-Local	Mobility Management - Branding	\$ 17,473	\$ 339	\$ 339	\$ 3,154	\$ -	\$ 3,493	\$ 13,980	*BAMA grant, CACF grant, UVA contribution to support Mobility Management Launch
	Mobility Management Pass-Thru	\$ 30,027	\$ -	\$ -	\$ 30,027	\$ -	\$ 30,027	\$ -	Branding/Marketing Consultant for Mobility Management
181	RTP-TDM - Admin	\$ 50,000	\$ 2,617	\$ 2,617	\$ -	\$ -	\$ 2,617	\$ 47,383	*Regional Transit Partnership - *budget includes \$20k deferred revenue
	RTP Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	*Grant Match if needed
190/195/198	MPO-PL	\$ 290,276	\$ 16,452	\$ 16,452	\$ -	\$ -	\$ 16,452	\$ 273,824	*MPO PL Transportation Planning - Passive Roll Over Permitted
	MPO - PL - Consultant Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	LRTP Support Consultant
191/196/199	MPO-FTA	\$ 123,166	\$ 5,107	\$ 5,107	\$ -	\$ -	\$ 5,107	\$ 118,059	MPO FTA Transit Planning
	MPO - FTA Pass Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Consultant Pass-thru if needed
193	Rideshare - Admin	\$ 174,198	\$ 11,754	\$ 11,754	\$ -	\$ -	\$ 11,754	\$ 162,444	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	N/A for FY24
194	Rideshare CAP Strategic Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Rideshare Strategic Plan - One-time grant - TJPDC admin not covered
	Strategic Plan Pass-Thru	\$ 70,000	\$ -	\$ -	\$ 66,104	\$ -	\$ 66,104	\$ 3,896	Full grant is direct pass through to consultant
726	HOME ARP - Admin	\$ 367,841	\$ 2,042	\$ 2,042	\$ 146,237	\$ 184,420	\$ 148,279	\$ 35,142	*HUD-ARPA Planning funds (not to exceed 5% of grant) - \$32,670 budgeted
	HOME ARP Pass-Thru	\$ 2,082,730	\$ -	\$ -	\$ 31,109	\$ 1,709,684	\$ 31,109	\$ 341,937	*Admin includes Consultant for Gap Analysis - \$277,697 budgeted
727-21	HOME-21 TJPDC Admin	\$ 67,662	\$ -	\$ -	\$ 67,662	\$ -	\$ 67,662	\$ -	*HUD HOME-21 Housing Grants Admin
	HOME-21 Pass-Thru	\$ 608,954	\$ -	\$ -	\$ 500,787	\$ -	\$ 500,787	\$ 108,167	*HUD HOME-21 Housing Grants Construction
727-22	HOME-22 TJPDC Admin	\$ 74,783	\$ -	\$ -	\$ 74,783	\$ -	\$ 74,783	\$ -	*HUD HOME-22 Housing Grants Admin
	HOME-22 Pass-Thru	\$ 770,537	\$ 18,340	\$ 18,340	\$ 427,638	\$ -	\$ 445,978	\$ 324,559	*HUD HOME-22 Housing Grants Construction
727-23	HOME-23 TJPDC Admin	\$ 78,529	\$ 4,151	\$ 4,151	\$ 57,445	\$ -	\$ 61,596	\$ 16,932	*HUD HOME-23 Housing Grants Admin
	HOME-23 Pass-Thru	\$ 706,757	\$ -	\$ -	\$ 129,519	\$ 288,619	\$ 129,519	\$ 288,619	*HUD HOME-23 Housing Grants Construction
727-24	HOME-24 TJPDC Admin	\$ 65,111	\$ -	\$ -	\$ -	\$ 48,833	\$ -	\$ 16,278	*HUD HOME-24 Housing Grants Admin
	HOME-24 Pass Thru	\$ 586,000	\$ -	\$ -	\$ -	\$ 439,500	\$ -	\$ 146,500	*HUD HOME-24 Housing Grants Construction
728-22	Housing Preservation Grant-22 - Admin	\$ 32,250	\$ -	\$ -	\$ 32,250	\$ -	\$ 32,250	\$ -	*USDA Housing Repair Admin
	HPG-22 Pass-Thru	\$ 182,750	\$ -	\$ -	\$ 172,434	\$ -	\$ 172,434	\$ 10,316	*USDA Housing Repair Construction
728-23	Housing Preservation Grant-23 - Admin	\$ 31,865	\$ 5,666	\$ 5,666	\$ 22,129	\$ -	\$ 27,795	\$ 4,070	*USDA Housing Repair Admin
	HPG-23 Pass-Thru	\$ 180,570	\$ 27,183	\$ 27,183	\$ 45,484	\$ 33,772	\$ 72,667	\$ 74,132	*USDA Housing Repair Construction
728-24	Housing Preservation Grant-24 - Admin	\$ 20,369	\$ -	\$ -	\$ -	\$ 15,277	\$ -	\$ 5,092	*USDA Housing Repair Admin
	HPG-24 Pass-Thru	\$ 115,427	\$ -	\$ -	\$ -	\$ 86,570	\$ -	\$ 28,857	*USDA Housing Repair Construction
729	Regional Housing Partnership	\$ 37,856	\$ 2,906	\$ 2,906	\$ -	\$ -	\$ 2,906	\$ 34,950	Regional Housing Partnership
	RHP - Consultant Pass-Thru	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000	
729-1	RHP Housing Summit 2025	\$ 44,644	\$ 3,679	\$ 3,679	\$ -	\$ -	\$ 3,679	\$ 40,965	Regional Housing Plan Grant
	RHP Summit Pass-Thru	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	Housing Plan Contract with others
732 CY24	VERP-24 - Admin	\$ 25,750	\$ 1,849	\$ 1,849	\$ 10,931	\$ -	\$ 12,780	\$ 12,970	*VA Eviction Planning Grant - Admin
	VERP 24 Pass-Thru	\$ 323,650	\$ 15,942	\$ 15,942	\$ 146,725	\$ 162,667	\$ 162,667	\$ 160,983	*VA Eviction Planning Grant - Consultants
732 CY25	VERP-25 - Admin	\$ 13,750	\$ -	\$ -	\$ -	\$ 6,875	\$ -	\$ 6,875	*VA Eviction Planning Grant - Admin
	VERP 25 Pass-Thru	\$ 261,250	\$ -	\$ -	\$ -	\$ 130,625	\$ -	\$ 130,625	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	\$ 200,000	\$ 5,144	\$ 5,144	\$ 94,958	\$ 35,014	\$ 100,102	\$ 64,884	*VA Housing PDC - Admin
	VA Housing Pass-Through	\$ 1,800,000	\$ -	\$ -	\$ 795,412	\$ 334,863	\$ 795,412	\$ 669,725	*VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	\$ 171,813	\$ 14,512	\$ 14,512	\$ -	\$ -	\$ 14,512	\$ 157,301	Includes Administrative Fees
	Cig Tax Pass-Through	\$ 3,099,645	\$ 265,957	\$ 265,957	\$ -	\$ -	\$ 265,957	\$ 2,833,688	Pass through - direct costs
761	VATI 22 - Admin	\$ 875,000	\$ 14,508	\$ 14,508	\$ 491,997	\$ 143,000	\$ 506,504	\$ 225,496	*VATI Admin - 36-42 months
	VATI 22 Pass-Through	\$ 109,848,780	\$ 4,229,190	\$ 4,229,190	\$ 43,318,502	\$ 31,530,278	\$ 47,547,692	\$ 30,770,810	*Program/Construction Pass-Through
762	VATI 24 - Admin	\$ 280,062	\$ -	\$ -	\$ -	\$ 210,062	\$ -	\$ 70,000	*VATI Admin - 18 months
	VATI 24 Pass-Through	\$ 13,008,438	\$ -	\$ -	\$ -	\$ 10,508,438	\$ -	\$ 2,500,000	*Program/Construction Pass-Through
TOTAL - All Programs		\$ 138,869,772	\$ 4,740,482	\$ 4,740,482	\$ 47,069,729	\$ 45,943,365	\$ 51,810,211	\$ 41,116,195	TOTAL - All Programs
Pass Thru Sub-totals		\$ 134,857,178	\$ 4,583,559	\$ 4,583,559	\$ 45,945,748	\$ 45,238,190	\$ 50,529,307	\$ 39,089,681	Pass-Thru Subtotal

*Indicates unspent funds can 'roll-over' in FY25

\$ 134,329	12 month average - Operating Expenses
\$ 149,879	3 month average - Operating Expenses
\$ 145,047	last month - Operating Expenses

Total Grant Funds Remaining	\$ 41,116,195
Pass-through funds	\$ 39,089,681
TJPDC Available Funds	\$ 2,026,514
Average Funds Available per Month	\$ 184,229

TJPDC - FY26 Projected Budget				9.5.2024
	<i>\$0.62 per capita</i>	<i>\$0.64 per capita</i>	<i>\$0.66 per capita</i>	<i>\$0.68 per capita</i>
Revenue	<u>FY23 Actual</u>	<u>FY24 Actual</u>	<u>FY25 Approved</u>	<u>FY26 Projected</u>
Federal	\$12,765,316	\$26,941,918	\$37,894,825	\$33,727,392
State	\$955,735	\$838,860	\$1,117,209	\$6,996,866
Local	\$5,313,450	\$8,579,284	\$3,427,608	\$3,632,278
Local per capita	\$160,848	\$171,054	\$178,411	\$184,967
Interest Income	\$35,208	\$61,276	\$35,000	\$50,000
Rent Income	\$22,198	\$26,098	\$24,000	\$24,000
Grant & Reserves Transfer	-\$25,073	\$0	\$0	\$34,922
Total Revenue	\$19,227,682	\$36,618,490	\$42,677,053	\$44,650,426
Operating Expenses				
Personnel Costs				
Salaries	\$967,741	\$998,838	\$1,160,817	\$1,201,123
Fringe and Release	\$203,213	\$225,045	\$272,680	\$296,163
Total Personnel	\$1,170,954	\$1,223,883	\$1,433,497	\$1,497,285
Direct Costs				
Overhead Allocation	\$0	\$0	\$0	\$0
Nonreimbursable Overhead	\$0	\$0	\$0	\$0
Contingency	\$0	\$0	\$69,971	\$94,971
Postage	\$1,948	\$326	\$2,503	\$2,199
Subscriptions	\$708	\$404	\$600	\$500
Supplies	\$9,160	\$15,568	\$12,634	\$17,260
Audit-Legal	\$27,817	\$28,753	\$70,375	\$44,650
Advertising	\$16,030	\$20,883	\$37,945	\$31,553
Meeting Expenses	\$14,884	\$4,383	\$12,785	\$8,787
TJPDC Contractual	\$109,322	\$87,502	\$100,230	\$77,226
Dues	\$9,312	\$10,509	\$10,590	\$11,190
Insurance	\$7,731	\$7,406	\$8,500	\$8,020
Printing/Copy	\$5,139	\$2,539	\$6,482	\$7,330
Rent	\$100,975	\$104,296	\$107,343	\$110,483
Equip/Data Use	\$54,376	\$18,507	\$31,110	\$24,935
Capital & Leases	\$0	\$0	\$0	\$0
Telephone	\$6,258	\$13,907	\$15,392	\$14,530
Travel-Vehicle	\$17,741	\$32,766	\$48,031	\$58,574
Janitorial	\$2,917	\$2,545	\$4,500	\$4,500
Professional Development	\$52,815	\$16,628	\$69,567	\$43,252
Total Other Costs	\$437,132	\$366,922	\$608,558	\$559,960
TOTAL OPERATING EXPENSES	\$1,608,086	\$1,590,805	\$2,042,056	\$2,057,245
Net Ordinary Income - Pass Through \$	\$17,619,596	\$35,027,685	\$40,634,997	\$42,593,180
Other				
HOME Pass Through	\$376,127	\$775,261	\$1,181,186	\$1,205,056
HPG Pass Through	\$141,171	\$168,632	\$178,274	\$149,220
Cigarette Tax Pass Through	\$2,659,620	\$2,683,161	\$2,815,763	\$3,099,645
VATI Broadband Pass Through	\$13,376,956	\$29,941,546	\$35,000,000	\$37,330,278
Other Grants Pass Through	\$949,884	\$1,010,110	\$1,459,775	\$808,981
Total Other Expenses	\$17,503,758	\$34,578,710	\$40,634,997	\$42,593,180
Net Other Income	-\$17,503,758	\$34,578,710	-\$40,634,997	-\$42,593,180
Net Income	\$115,839	\$448,975	\$0	\$0

FY26 Budget Revenues

Internal Program Code	Revenue	Federal	State	Local	Local per capita	Interest Income	Rent
LOCALITY PER CAPITA AND STATE REVENUE							
110	State - DHCD Allocation		\$114,971				
110	WSC & Offices						\$24,000
110	Interest Income					\$50,000	
301	Charlottesville				\$34,770		
302	Albemarle				\$78,981		
304	Fluvanna				\$19,186		
305	Greene				\$14,532		
306	Louisa				\$27,495		
307	Nelson				\$10,005		
	Unknown Source/Reserve Transfer			\$35,005			
TRANSPORTATION							
Rural Transportation							
170	Rural Admin	\$12,800		\$0			
171	Rural Transportation Planning	\$45,200		\$0			
172	Safe Streets and Roads for All (SS4A)	\$11,031		\$2,758			
180B-Local	Mobility Management - Local			\$0			
180A-FFY26	Mobility Management FFY26	\$32,294	\$6,459				
180A-FFY25	Mobility Management FFY25	\$16,046	\$3,209				
Transit Planning							
181	Regional Transit Partnership (RTP)			\$50,000			
Charlottesville-Albemarle MPO							
190/195/198	PL Funding	\$273,170	\$34,146				
191/196/199	FTA Funding	\$109,481	\$13,685				
Rideshare							
193	Rideshare/TDM - DPRT		\$139,358	\$34,840			
HOUSING AND NONPROFIT							
726	HOME-ARP	\$36,884					
727-23	HOME Consortium Admin-23	\$0					
727-24	HOME Consortium Admin-24	\$48,833					
727-25	HOME Consortium Admin-25	\$15,000					
728-23	Housing Preservation Admin - HPG-23	\$0					
728-24	Housing Preservation Admin - HPG-24	\$15,277					
728-25	Housing Preservation Admin - HPG-25	\$5,092					
729	Regional Housing Partnership		\$11,230	\$50,000			
732	VERP - DHCD		\$6,875				
733	VA Housing - PDC		\$35,014				
ENVIRONMENT							
303	Solid Waste			\$9,500			
907	WIP DEQ	\$58,000					
908	RRBC			\$10,500			
OTHER PROGRAMS							
120	SCRC - Capacity Building	\$5,750					
277	Legislative Liaison			\$118,804			
278	VAPDC			\$55,000			
760	Reional Cigarette Tax			\$171,813			
761	VATI 2022 - DHCD	\$123,000	\$0	\$0			
762	VATI 2024 - DHCD	\$0	\$93,400				
PASS THRU REVENUE							
170/171	Rural Transportation Planning	\$0		\$0			
172	Safe Streets and Roads for All (SS4A)	\$113,673		\$28,418			
180A-FFY26	Mobility Management FFY26	\$94,306	\$18,861				
180A-FFY25	Mobility Management FFY25	\$27,000	\$5,400				
181	Regional Transit Partnership (RTP)			\$0			
190/195/198	MPO - PL	\$0	\$0				
191/196/199	MPO - FTA	\$0	\$0				
193	Rideshare/TDM - DRPT		\$0	\$0			
303	Solid Waste			\$1,000			
726	HOME-ARP Pass Through	\$341,937					
727-23	Consortium HOME Pass Through-23	\$288,619					
727-24	Consortium HOME Pass Through-24	\$439,500					
727-25	Consortium HOME Pass Through-25	\$135,000					
728-23	Housing Preservation Pass Through-23	\$33,793					
728-24	Housing Preservation Pass Through-24	\$86,570					
728-25	Housing Preservation Pass Through-25	\$28,857					
729	Regional Housing Partnership		\$48,770				
732	VERP - DHCD Pass Through		\$130,625				
733	VA Housing - PDC Pass Through		\$334,863				
760	Regional Cigarette Tax Pass Through			\$3,099,645			
761	VATI 2022- DHCD	\$31,330,278	\$0	\$0			
762	VATI 2024- DHCD	\$0	\$6,000,000				
Total Revenues by Category		\$33,727,392	\$6,996,866	\$3,667,283	\$184,967	\$50,000	\$24,000
Sum Total of Revenues							\$44,650,509

FY26

FY26		Per Capita		Direct Local Contributions						Per Capita		Required Local Match						Per Commission Policy:			
7/1/2023		0.68	Local	Local	Local	0.4	Local	Local		0.68	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	Per Capita	75%	25%			
Program Code		110/300	193	303	908	277	181	729	Various	300	170/171	180	190/195/198	191/196/199	330	907	120	300	300	301-307	
Program	Pop.	% Pop.	Per Capita	Rideshare	Solid Waste	RRBC	Legislative Liaison	Regional Transit Partnership	Regional Housing Partnership	Total Contribution	Per Capita	Rural	Mobility Management	CA-MPO	Hazard Mit (FY26/FY27)	Watershed Improvement Program (WIP)	Southeast Crescent Regional Commission (SCRC)	Balance	Regional	Local	Difference from FY25 Total Contribution
Charlottesville	51,132	18.80%	\$ 34,770	\$ 7,331	\$ 2,540	\$ 1,337	\$ 20,453	\$ 25,000	\$ 9,550	\$ 100,981	\$ 34,770	\$ -	\$ (1,594)	\$ (14,620)	\$ -	\$ (2,726)	\$ -	\$ 15,829	\$ 11,872	\$ 3,957	\$ 868
Albemarle	116,148	42.70%	\$ 78,981	\$ 15,876	\$ 5,560	\$ 6,210	\$ 46,459	\$ 25,000	\$ 21,310	\$ 199,396	\$ 78,981	\$ (7,625)	\$ (3,622)	\$ (33,211)	\$ -	\$ (6,191)	\$ -	\$ 28,332	\$ 21,249	\$ 7,083	\$ 3,015
Fluvanna	28,214	10.37%	\$ 19,186	\$ 3,999	\$ 1,370	\$ 1,897	\$ 11,286	\$ -	\$ 5,250	\$ 42,987	\$ 19,186	\$ (1,852)	\$ (880)	\$ -	\$ -	\$ (1,504)	\$ -	\$ 14,950	\$ 11,212	\$ 3,737	\$ 958
Greene	21,370	7.86%	\$ 14,532	\$ 2,997	\$ 1,030	\$ 1,056	\$ 8,548	\$ -	\$ 3,905	\$ 32,068	\$ 14,532	\$ (1,403)	\$ (666)	\$ -	\$ -	\$ (1,139)	\$ -	\$ 11,323	\$ 8,492	\$ 2,831	\$ 645
Louisa	40,434	14.86%	\$ 27,495	\$ 5,274	\$ -	\$ -	\$ 16,174	\$ -	\$ 7,110	\$ 56,053	\$ 27,495	\$ (2,654)	\$ (1,261)	\$ -	\$ -	\$ (2,155)	\$ -	\$ 21,425	\$ 16,068	\$ 5,356	\$ 1,560
Nelson	14,713	5.41%	\$ 10,005	\$ 2,335	\$ -	\$ -	\$ 5,885	\$ -	\$ 2,875	\$ 21,100	\$ 10,005	\$ (966)	\$ (459)	\$ -	\$ -	\$ (784)	\$ -	\$ 7,796	\$ 5,847	\$ 1,949	\$ 188
TOTALS	272,011	100.00%	\$ 184,967	\$ 37,812	\$ 10,500	\$ 10,500	\$ 108,804	\$ 50,000	\$ 50,000	\$ 452,584	\$ 184,967	\$ (14,500)	\$ (8,482)	\$ (47,831)	\$ -	\$ (14,500)	\$ -	\$ 99,654	\$ 74,741	\$ 24,914	\$ 7,234

- Find a Regulation
- Regulatory Activity
- Actions Underway
- Petitions
- Legislative Mandates
- Periodic Reviews
- General Notices
- Meetings
- Guidance Documents
- Comment Forums
- Sign in
- State Agency
- Registered Public
- Sign up

Agency

Department of Housing and Community Development

Board

Commission On Local Government

General Notice

Public Comment Opportunity - Planning District Boundary Review

Date Posted: 8/7/2024
 Expiration Date: 10/25/2024
 Submitted to Registrar for publication: YES
[79 Day Comment Forum](#) is underway. Began on 8/7/2024 and will end on 10/25/2024 [3 comments]

The Department of Housing and Community Development (DHCD) is accepting public comments for the review of the boundaries of Virginia's 21 planning districts. The Regional Cooperation Act outlines the duties and responsibilities of the Virginia Planning District Commissions (PDCs) and DHCD is required by § 36-139.7 to complete a review of planning district boundaries following each United States decennial census of population. This review is based on the release of the 2020 Census data.

DHCD welcomes stakeholders to provide specific comments with robust analysis on addressing the need for retaining or modifying the current boundaries. Here is a link to the current map of planning district boundaries:
<https://www.dhcd.virginia.gov/sites/default/files/Docx/clg/general-info/localities-and-pdcs.pdf>

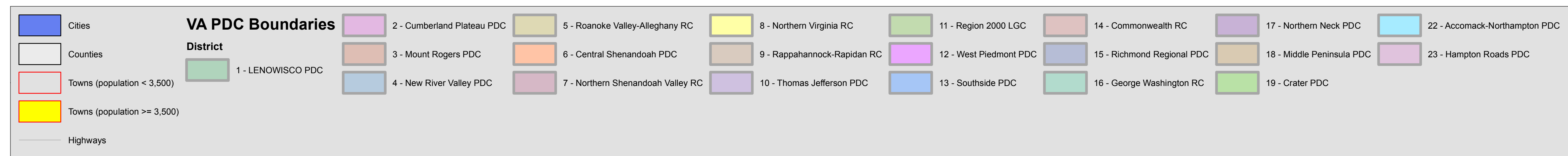
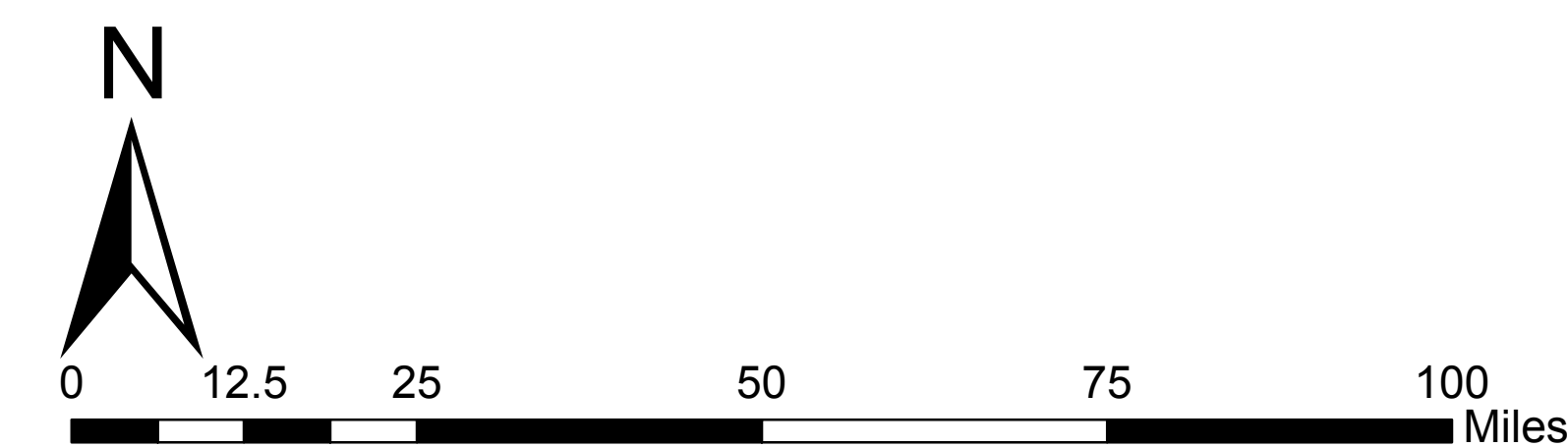
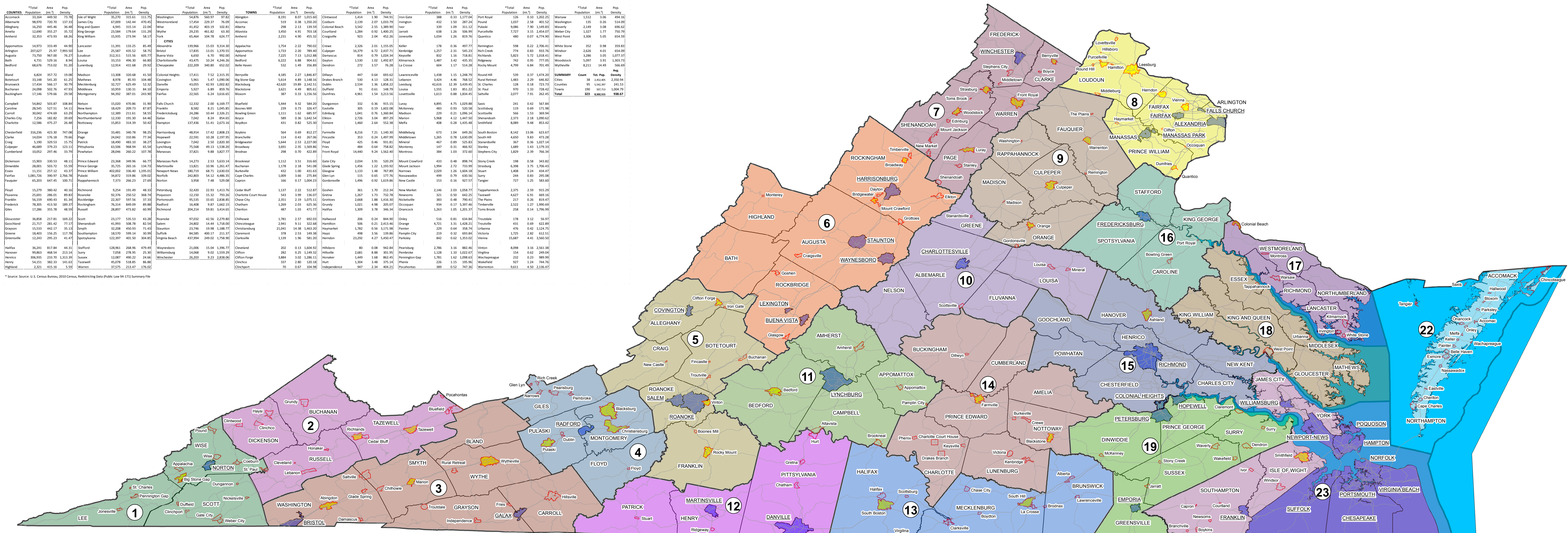
DHCD will hold an in-person public meeting (with a virtual option) on October 2, 2024 at 10:00am at the Virginia Housing Center (4224 Cox Rd, Glen Allen, VA 23060) to provide stakeholders the opportunity to provide verbal feedback.

Comments on the planning district boundary review will be received through October 25, 2024 and should be submitted on the Virginia Regulatory Town Hall. Written comments may also be sent to Andrew Malloy at andrew.malloy@dhcd.virginia.gov or by mail:

Department of Housing and Community Development
 Attn: Andrew Malloy
 600 East Main Street, Suite 300
 Richmond, VA 23219

Contact Information	
Name / Title:	Andrew Malloy / Policy Analyst
Address:	600 East Main Street Suite 300 Richmond, 23219
Email Address:	andrew.malloy@dhcd.virginia.gov
Telephone:	(804)836-5094 FAX: (804)371-7090 TDD: (804)371-7089

Commonwealth of Virginia: Counties, Cities, Towns, and Planning District Commissions



Note: The Richmond Regional PDC and the Crater PDC share Chesterfield County and Charles City County.
The Middle Peninsula PDC and the Hampton Roads PDC share Gloucester County.
The Crater PDC and the Hampton Roads PDC share Surry County.
The Roanoke Valley-Alleghany RC and the West Piedmont PDC share Franklin County.



Source: Virginia Department of Housing and Community Development, Commission on Local Government; U.S. Census Bureau, 2010 Decennial Census

2/25/2019

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: September 5, 2024
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since July 25, 2024. Items with an asterisk (*) require action from the Commission.

Administration

- September 5, 2024, Meeting Agenda

1. Call to Order

- a. Call to Order, Roll Call – *Chair O'Brien, Christine Jacobs*
- b. *Vote to Allow Electronic Participation, if needed – *Christine Jacobs*

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 Christine Jacobs*)

3. Presentations

- a. * **HOME Consolidated Annual Performance and Evaluation Report (CAPER) and Presentation** – *Laurie Jean Talun*

i.-iii - The US Housing and Urban Development's (HUD) 5-year Consolidated Plan is designed to help local jurisdictions to assess their affordable housing and community development needs and market conditions, and to make data-driven, place-based investment decisions. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from HUD's Community and Planning Development formula block grant programs: Community Development Block Grant (CDBG) Program, HOME Investment Partnerships (HOME) Program, Emergency Solutions Grant (ESG) Program, and Housing Opportunities for Persons with AIDS (HOPWA) Program.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Grantees report on accomplishments and progress toward Consolidated Plan goals in the Consolidated Annual Performance and Evaluation Report (CAPER).

The TJPDC serves as the Administrator for the Regional HOME Consortium for our region (with the City of Charlottesville identified as the Lead Agency). The CAPER includes accomplishments of the HOME program as well as entitlement program accomplishments for the City of Charlottesville for the CDBG, HOPWA, and ESG programs.

The public comment period on the CAPER is August 19, 2024, through September 2, 2024. After the comment period, the CAPER will be considered by the City Council before submitting to HUD for approval.

A link to a copy of the draft CAPER is included in the meeting packet as well as a copy of the staff's presentation and a draft resolution for consideration. This item requires a public hearing.

***Recommended Action:** Staff recommends a motion to adopt the 2023 HOME-CDBG Consolidated Annual Performance Evaluation Report (CAPER).

b. Virginia Telecommunication Initiative (VATI) 2022 and 2024 Presentation/Update – Lori Allshouse

Staff will provide a bi-annual update on the 13-jurisdiction, \$79 million VATI grant from the Virginia Department of Housing and Community Development. The update will include highlights of activities undertaken during the past six months. Highlights will include project progress, financial management, TJPDC staff site visits, and the VATI 2024 grant award to expand the project. A copy of the staff's presentation is included in the meeting materials.

c. Watershed Improvement Program (WIP) Update – Isabella O'Brien

Staff will provide an update on the WIP program to include the 2024 scope of work, successes of the program, upcoming funding opportunities, and a proposed 2025 scope of work for IIJA funding. 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 June 6, 2024, Commission Meeting**
- b. ***Closed Session form for Minutes of the June 6, 2024**
- c. ***Minutes of the July 25, 2024, Commission Meeting, Special Session**
- d. ***Executive Director Annual Contract – September 2024-2025**

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

5. New Business

- a. ***May, June, and July Financial Reports – Laura Greene**

- i. May, June, and July Financial Dashboard Report
- ii. May, June, and July Consolidated Profit & Loss Statements
- iii. May, June, and July Comparative Balance Sheets
- iv. June and July Accrued Revenue Report

Laura Greene, Finance and Human Resources Director, will present on the year-end financials as well as the July 2024 financials.

***Recommended Action:** Staff recommends a motion to accept the financial reports, as presented.

b. Draft FY26 Projected Operating Budget – 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 FY2026 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 \$34,922 is required. The FY26 projected budget will likely have significant changes prior to its official adoption in May of 2025 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.

The draft FY26 budget assumes a \$0.68 per capita rate as approved by the commission in their September 1, 2022, meeting and assumes an average 5% increase in salaries for staff as a place holder. As it stands, the projected budget has \$44,650,426 in revenues and expenses. Staff asks for Commissioners to review, comment, and ask questions prior to consideration for adoption in the October meeting. Additionally, the Finance/Executive Committee will meet in mid-September to further review assumptions in local funding with the potential for a recommended change in the October version considered for adoption. Included in the meeting materials is the draft projected total budget, draft revenues by source, and draft local per capita and local contribution requests.

The draft budget does not require action in the September meeting. A final version will come before the commission in their October meeting for consideration for adoption.

c. Department of Housing and Community Development Planning District Boundary Review – Christine Jacobs

The Regional Cooperating Act outlines the duties and responsibilities of the Virginia Planning District Commissions (PDCs). The Virginia Department of Housing and Community Development (DHCD) is required by §36-139.7 to complete a review of planning district boundaries following each United States decennial census of population. DHCD is accepting public comments for review of the boundaries. Included

in the meeting materials are the public notice of the public comment period as well as the exiting PDC boundary map.

6. *Old Business

- a. None

7. Executive Director's Monthly Report

- a. Finance/Executive Committee – The TJPDC Finance/Executive Committee will meet September 17, 2024. Topics will include the FY26 draft budget's local contributions, the pre-audit meeting, recommended employee handbook policy revisions with projected fiscal impacts, and review of a revised procurement policy.
- b. Staffing Update – Gorjan Gjorgjievski has moved into the full-time regional transportation planning position. We are in the final stages of recruiting a new VATI administrative assistant. Additionally, the Director of Transportation position remains vacant. Staff will begin to research recruitment firms to determine if support is required to fill the position.

Kaiden Pritchett joins us this year as our full-time VISTA member. He will be supporting the Regional Housing Partnership and the development of the Regional Housing Summit.

- 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 August are as follows:

- 1,599 miles of field data collection.
- 2,936 miles of fiber design.
- 1,606 miles of make ready construction.
- Five communications huts set.
- 1,139 miles of aerial fiber placement.
- 456 miles of underground fiber placement.
- 1,086 miles of splicing.
- 13,709 passings.

Each month, TJPDC staff conducts site visits to monitor ongoing work across the project area. On July 31, TJPDC staff conducted a site visit in the Stanardsville area of Greene County and observed mainline fiber installation on Rappahannock Electric

Cooperative's poles. On August 1, TJPDC staff conducted a site visit in on Goldmine Road in Louisa County to observe the setup of the Ellisville communications hut.

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: As you are aware, the TJPDC was awarded a VATI 2024 grant in the amount of \$12.2 million. The Virginia Department of Housing and Community Development received 25 applications requesting more than \$170 million in VATI funds. DHCD announced 10 broadband awards serving 20 localities with more than \$41 million in grants awarded. TJPDC and partner Firefly Broadband received \$12.2 million, the largest award in the Commonwealth. The project will build fiber-to-the-home broadband to 5,825 unserved locations in 10 counties, to include Fluvanna, Greene, and Louisa Counties in our Planning District. Attached to this Executive Director report is a copy of the DHCD award letter and a letter approving staff's request for prior authorization to incur costs prior to the execution of the contract grant agreement so that the project can continue to move forward during the contract negotiation phase.

d. Transportation

- i. Safe Streets and Road for All – Move Safely Blue Ridge – The SS4A plan is a multi-jurisdictional plan to develop strategies to reduce serious crashes and fatalities on the region's roadways for all users. The plan has completed its first round of public engagement. Staff have participated in several coordination meetings with locality staff to identify locations for site visits. Staff provided a letter of support for Charlottesville's supplemental planning and demonstration grant application to USDOT. Staff continue to meet bi-monthly with the consulting team. The project's next steering committee meeting is scheduled for Thursday, September 12, 2024.
- ii. Mobility Management – Currently, we are partnering with JABA to staff the Mobility Specialist position for the one call/one click center for the Mobility Management program. Staff, in consultation with DRPT, have determined that the program would be more effective and more efficient if the specialist position were a direct employee of the TJPDC, rather than contracted out. This would enable the supervisor and specialist to work more collaboratively on site.
- iii. Regional Transit Partnership – As a part of the Regional Transit Authority and Regional Transit Governance Study, a working group made up of Albemarle County staff, City of Charlottesville staff, and TJPDC staff have been meeting bi-monthly to draft bylaws, a recommended work plan, and a potential budget for the authority. In their September meeting, the Regional Transit Partnership endorsed the creation of the Charlottesville-Albemarle Regional

Transit Authority (CART). A joint meeting of the Charlottesville City Council and the Albemarle County Board of Supervisors is scheduled for September 17th. Regional transit will be a topic of discussion.

- e. Legislative Services – Legislative Services will be consulting with the localities over the next month to prepare proposed revisions to the regional legislative program, which will be presented to the local governing bodies in November for approval.
- f. Blue Ridge Cigarette Tax Board (BRCTB) – Rockingham County is now a member of the Blue Ridge Cigarette Tax Board, effective July 1. For the month of July, 834,215 packs were sold, the highest number in several months. An update on the BRCTB will be presented at your October meeting.
- g. Environmental Programs
 - i. Watershed Improvement Plan (IJA) – Stewardship Mapping and Assessment Project Network Maps are now available on the TJPDC website via the link below. Staff is working to complete a funding request for PDC IJA funding towards the WIP for rain barrel workshops across the region, a pilot septic pump-out program for low-income homeowners, and Phase One of a potential streambank restoration in Greene County in partnership with Friends of the Rappahannock.

<https://kumu.io/iobrien24/tjpd-stewmap-networks-2024#aggregated-network>
 - ii. Rivanna River Basin Commission (RRBC): The RRBC had its second annual board meeting this August and heard a presentation from Williams Mullen Law firm on the impacts of the Chevron overruling. The recording will be available on the website in the coming days. The RRBC Annual Conference is scheduled for September 27th at 9:30 am at the Carver Recreation Center focusing on progress and goals for connectivity and conservation in the urban Rivanna Corridor.
- h. Direct Local Planning Supporting –
 - i. Town of Mineral – TJPDC staff are providing administrative support for the Town of Mineral's required Lead Service Line inventory. Staff are in the process of procuring a contractor to conduct the inventory.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction (if time permits).
- b. **The next Commission meeting will be held on Thursday, October 3, 2024.**

Items for the October meeting may include but are not limited to:

- i. *August Financials
- ii. *FY26 Project Budget for Consideration/Approval, Resolution
- iii. Annual DHCD Funding Agreement
- iv. Regional Housing Partnership Update
- v. Rideshare CAP Strategic Plan Draft
- vi. Blue Ridge Cigarette Tax Board Update
- vii. *Revised Procurement Policy

9. *Adjourn

Designates Items to be Voted On



Glenn Youngkin
Governor

Caren Merrick
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Bryan W. Horn
Director

July 24, 2024

Christine Jacobs
Executive Director
Thomas Jefferson PDC
401 E. Water Street
Charlottesville, Virginia 22902

RE: 2024 Virginia Telecommunication Initiative
Grant Offer

Dear Ms. Jacobs:

On behalf of Governor Youngkin, it gives me great pleasure to inform you that Thomas Jefferson PDC has been offered a grant through the Virginia Telecommunication Initiative (VATI) grant making process in the amount of \$12,208,500.00 in support of the county's partnership with Firefly. This funding is offered through the 2024 VATI program.

Ammar Al Omari, Program Manager in the Department of Housing and Community Development's Office of Broadband, will contact you to schedule a contract negotiation meeting and discuss next steps.

Please note that time is of the essence in ensuring these awarded locations are reflected as ineligible for the soon to be launched Broadband Equity, Access, and Deployment Program. Within 14 days of this letter and award announcement, please provide point shapefiles, based on the Federal Communications Commission's Version 2 of the Broadband Data Collection Fabric that represent the locations included in this awarded application area.

We are pleased to be of assistance to Thomas Jefferson PDC in expanding broadband service to unserved areas of the county.

Sincerely,

Bryan W. Horn
Director, DHCD

c: Dean Rogers, Amherst
Susan Adams, Appomattox
Rebecca Carter, Buckingham
Frank Rogers, Campbell
Derek Stamey, Cumberland
Eric Dahl, Fluvanna

Dan Schardein, Goochland
Cathy Schafrik, Greene
Christian Goodwin, Louisa
Jonathon Weakley, Madison
Bret Schardein, Powhatan
Tamarah Holmes, Ph.D., DHCD



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

Glenn Youngkin
Governor

Merrick COMMONWEALTH of VIRGINIA Bryan DirectorW Horn

Caren
Secretary of
Commerce and Trade

DEPARTMENT OF
HOUSING AND COMMUNITY DEVELOPMENT

August 22, 2024

Christine E.B. Jacobs
Executive Director
Thomas Jefferson Planning District Commission
401 East Water Street
Post Office Box 1505
Charlottesville, Virginia 22902

RE: VATISP#2024-OOI
Prior Authorization for Project Costs

Dear Ms. Jacobs:

The Department of Housing and Community Development (DHCD) is in receipt of your request for prior authorization to incur soft costs and costs for materials specifically including "1. Administrative CNR pre-contract activities. 2. Field data gathering. 3. Engineering. 4. Make ready work on the Appalachian Power and Rappahannock Electric Power Systems." prior to the execution of the contract agreement with DHCD for your 2024 Virginia Telecommunication Initiative.

The Department of Housing and Community Development (DHCD) is also in receipt of your request for prior authorization to incur implementation costs specifically "5. Installation of service extensions and connections in APCo and Dominion service areas " prior to the execution of the contract agreement.

We approve your request to incur the above-mentioned costs prior to contract execution as of our contract negotiation meeting held on July 30, 2024. This approval allows your VATI co-applicant, Firefly to expend their match funds to cover these expenses. In the event Firefly expends match funds and those costs were originally budgeted as a line item in your awarded grant budget as a VATI expense, these costs are eligible for reimbursement by DHCD.

Partners for Better Communities



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If you have any questions or concerns, please reach out to Kendrick N. Monroe, Telecommunications and Broadband Project Manager, at kendrick.monroe@dhcd.virginia.gov or by phone at (804) 845-4760.

Sincerely,



Tamarah Holmes, Ph.D.
Director, Office of Broadband

Jacobs
August 22, 2024
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