

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: April 2, 2025
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of agency activities since March 5, 2025. Items with an asterisk (*) require action from the Commission.

1. Call to Order

- a. Call to Order, Roll Call – *Chair Smith, Ruth Emerick*
- b. Electronic Meeting Notice – *Ruth Emerick*

2. Matters from the Public

- a. Comments by the public are limited to no more than 2 minutes per person.
- b. Comments provided via email, online, website, etc. (*Read by Ruth Emerick*)

3. Administration – *Chair Smith*

- a. Appointment of Nominating Committee of Officers – *Keith Smith, Chair*
 The TJPDC elects officers at its June meeting. Per the bylaws, the Chair appoints a nominating committee in the April meeting, and the nominating committee presents a slate of recommended officers in the May meeting. Current officers are:

- Keith Smith, Chair
- Michael Payne, Vice Chair
- Ned Gallaway, Treasurer
- Christine Jacobs, Secretary

Historical officers include:

	Chair	Vice Chair	Treasurer
FY26	Keith Smith, Fluvanna	Michael Payne, Charlottesville	Ned Gallaway, Albemarle Phil d'Oronzion, Charlottesville (former)
FY25	Tony O'Brien, Fluvanna	Michael Payne, Charlottesville	Keith Smith, Fluvanna
FY24	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY23	Ned Gallaway, Albemarle	Tony O'Brien, Fluvanna	Keith Smith, Fluvanna
FY22	Jesse Rutherford, Nelson	Dale Herring, Greene	Keith Smith, Fluvanna
FY21	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna
FY20	Dale Herring, Greene	Jesse Rutherford, Nelson	Keith Smith, Fluvanna

4. Presentations

a. **Blue Ridge Cigarette Tax Board (BRCB) Update – David Blount**

Staff will provide a six-month update on the administration of the Blue Ridge Cigarette Tax Board to include new membership, tax revenue generated, total packs sold by month, packs sold by jurisdiction, year over year trends, and tax allocations by jurisdiction. A copy of the staff's presentation is included in the meeting materials.

b. **Charlottesville-Albemarle Metropolitan Planning Organization (CA-MPO) FY26 Unified Planning Work Program (UPWP) Draft and Presentation – Gorjan Gjorgjievski**

Staff will present a high-level overview of the CA-MPO draft Unified Planning and Work Program (UPWP) and budget. The UPWP was first reviewed by the CA-MPO Policy Board and Technical Committee in their February meetings. Following the Commission's review, the plan will go before the CA-MPO Policy Board in their April meeting for consideration/approval. A copy of the draft UPWP as well as a copy of the staff's presentation are included in the meeting materials.

5. *Consent Agenda – Chair Smith

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

- a. ***Minutes of March 5, 2025, Commission Meeting**
- b. ***Minutes of March 5, 2026, Closed Session**
- c. ***February Financial Reports**
 - i. February Dashboard Report
 - ii. February Consolidated Profit & Loss Statement
 - iii. February Balance Sheet
 - iv. February Accrued Revenue Report
- d. ***FY27 Rural Transportation Work Program, Budget, Resolution**
- e. ***FY26 TJPDC Operating Budget Resolution**

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

6. New Business

a. **FY27 Draft Operating Budget – Christine Jacobs**

The TJPDC Bylaws require May adoption of the annual budget. The budget may be amended or revised anytime during the fiscal year; however, it also will be amended in February/March of 2027. The draft FY27 Operating Budget is a balanced budget with projected revenues of \$1922,132 and projected expenditures of \$19,212,132. A detailed budget memo as well as a copy of the staff's budget presentation are included in the meeting packet for review. No action is needed on this item. A final draft of the budget will come before the commission in May for consideration/adoption.

7. Old Business

- a. none

8. Executive Director's Monthly Report

a. **TJPDC ADMINISTRATION**

- **Tenant Improvements – Christine Jacobs**

The building renovations began on January 5, 2026, and will last for a minimum of twelve weeks. The TJPDC staff continue to work remotely.

b. **TRANSPORTATION**

General

- Staff continue to collaborate with local staff to evaluate the potential for a Safe Streets and Roads for All (SS4A) Implementation Grant. The Notice of Funding Opportunity is expected to be released in late March with applications due before the end of June 2026.
- TJPDC staff are available to offer technical assistance to member jurisdictions ahead of Virginia's SMART SCALE Round 7 process, which kicks off for pre-applications March 2026. OIPI has released 2025 VTrans Mid-Term Needs for viewing and downloading at <https://vtrans.virginia.gov/interactvtrans/map-explorer>. For Round 7 eligibility, projects that meet 2025 or 2023 VTrans Needs will be accepted. Staff continue to monitor Commonwealth Transportation Board meetings to follow discussions about potential changes to project-type eligibility for the TJPDC and CA-MPO. There have been no changes announced to date.

Rural Transportation

- Staff have developed and presented the draft RTAC Work Plan and Budget. This item came before the commission in their March meeting as an informational item and is included in the consent agenda in the April meeting.

Regional Transit Partnership/Charlottesville-Albemarle Regional Transit Authority

- The Charlottesville-Albemarle Regional Transit Authority (CARTA met March 26, 2026, at 5:00 pm. The board appointed Mike Pruitt to the Regional Housing Partnership as the voting CARTA member.

Charlottesville-Albemarle Metropolitan Planning Organization

- Staff are continuing to work on the transportation demand management (TDM) study as part of the FY26 Unified Planning Work Program (UPWP). Additionally, staff have drafted and presented the FY27 Unified Planning and Work Program (UPWP) alongside the required Transportation Improvement Program (TIP) and the Performance Safety Targets to the policy board and technical committee.
- A special session of the CA-MPO Policy Board was held Friday, March 20, 2026, from 3:00pm to 5:00pm for a Smart Scale workshop for Round VI. The Smart Scale pre-application window opened March 2, 2026, and closes April 1, 2026. The full application window opens June 1, 2026.

c. **ENVIRONMENT**

Solid Waste Plan

- A Technical Advisory Committee meeting was held March 26, 2026.

Environmental Reviews

- Executive Order 12372 tasks federal agencies with notifying and seeking comments from states and local elected officials when they are affected by federal financial assistance or federal development. As Virginia has not chosen to formalize a statewide process for review and comment, some federal agencies have enumerated steps pertaining to this

intergovernmental review (IGR) process for applicants applying for federal assistance. They then forward applications to the regional/local planning entities, such as TJPDC, for review and any comment. Additionally, such entities also receive information from state agencies about projects and programs, with an opportunity to comment, due to other Code or regulatory requirements.

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

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

d. **HOUSING**

HOME/HOME-ARP

- HOME - While there was some concern about the continuation of HUD's HOME funds for FY27, we now understand that there will be an upcoming round of HOME funds. Staff are collaborating with partners to prepare information needed to access the funds.
- HOME-ARP – There are four (4) years remaining in the one-time \$2.45 million grant. There are large projects underway in Charlottesville, Fluvanna, and Louisa, and services.

Regional Housing Partnership

- The Regional Housing Partnership met March 25, 2026. There was a guest speaker, Benjamin Price, founder of the National Housing Crisis Task Force. Habitat for Greater Charlottesville also presented on the Southwood Community redevelopment.

Housing Preservation grant

- Staff are currently working through the 2025 grant. The funds are not yet fully committed by subrecipients, but staff are collaborating with partners to identify and set up projects.

PDC Development Grant

- Staff are anticipating that all projects will be completed by spring, according to the extension that was granted.

Regional Housing Study

- The Virginia Center for Housing Research is currently working on the quantitative and qualitative data gathering phase of the housing study. They have completed the literature review and have preliminary data that will now go through a validation process. Focus groups have been held in all participating jurisdictions. An internal draft of the data is expected within the next two weeks with a presentable version available in the next month.

e. **BLUE RIDGE CIGARETTE TAX BOARD (BRCTB)**

- Presentation included in meeting

f. **BROADBAND**

Virginia Telecommunications Initiative (VATI) 2022: Staff continue to prepare, schedule, and facilitate internal project team and external meetings. Monthly progress reports and remittance requests for TJPDC administrative costs and DHCD's portion of Firefly's construction-related activities are being submitted to DHCD. TJPDC is also submitting remittance requests for matching funds to several of the counties and providing those reimbursements to Firefly.

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

- 1,600 miles of field data collection.
- 4,880 miles of fiber design.
- 2,416 miles of make ready construction.
- 12 communications huts set.
- 2,164 miles of aerial fiber placement.
- 1,067 miles of underground fiber placement.
- 2,726 miles of splicing.
- 30,953 passings.

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

Virginia Telecommunications Initiative (VATI) 2024: The TJPDC and Firefly's \$12.2 million VATI 2024 grant funded project is underway. This grant supports the construction of fiber-to-the-home broadband to an additional 5,825 unserved locations in 10 central Virginia counties, including Fluvanna, Greene and Louisa Counties in our Planning District. Monthly progress reports are submitted to DHCD. Highlights of the March VATI 24 project progress report are as follows:

- Field data collection, fiber design, aerial and underground construction, fiber splicing and installations are underway.
- 200,706 linear feet of fiber completed.
- 156 passings.

Staff presented updates on the VATI 2022 and VATI 2024 Broadband projects during the March 5, 2026 Commission meeting.

Staff also facilitated a Quarterly Stakeholders' Meeting on March 5, 2026, and provided updates on the VATI 2022 and VATI 2024 projects.

Site Visit: On a continuing basis, TJPDC staff conduct site visits to monitor ongoing work across the project area. On March 25, TJPDC staff, along with representatives from Firefly, DHCD and Goochland County, conducted site visits to several locations in Goochland County, to observe underground fiber installation and splicing in progress.

9. ***Closed Session** - Per Code of Virginia 2.2-3711 A.1. – Executive Director Annual Evaluation

10. **Adjourn**

Designates Items to be Voted On

TJPDC fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPDC provides reasonable accommodation for persons who require special assistance to participate in public involvement opportunities. For more information, to request language translation or other accommodations, or to obtain a Discrimination Complaint Form, contact Lucinda Shannon at (434) 979-7310, lhannon@tjpd.org or visit the website www.tjpd.org.