

AGENDA

Join Zoom Meeting:

<https://us02web.zoom.us/j/83668064883>

Meeting ID: 836 6806 4883

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

- | | | | | | | | | | | | | |
|---------------------------------|--|----------------------------|---------------|---------------------------------|-------|--------------------------------|------------|-------------------------------|-----------|--------------------------|-----------|--|
| 1. | Call to Order | 7:00 – 7:00 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. Call to Order, Roll Call – Chair Gallaway, Ruth Emerick b. Vote to Allow Electronic participation, if needed – Ruth Emerick | | | | | | | | | | | |
| 2. | Matters from the Public | 7:00 – 7:05 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. Comments by the public are limited to no more than 2 minutes per person. b. Comments provided via email, online, web site, etc. (Read by Ruth Emerick) | | | | | | | | | | | |
| 3. | Presentation, Public Hearing, Discusssion | | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. Housing Preservation Grant (HPG) – Laurie Jean Talun b. Comprehensive Economic Development Strategy (CEDS) – Ruth Emerick, Alex Tranmer and Darrell Booker, Camoin Associates | 7:05 – 7:15
7:15 – 8:15 | | | | | | | | | | |
| 4. | * Consent Agenda | 8:15 – 8:20 | | | | | | | | | | |
| | Action Items: <ul style="list-style-type: none"> a. * Minutes of May 4, 2023 Meeting b. * May 4, 2023 Closed Session Certification Form c. * March and April Financial Reports <ul style="list-style-type: none"> i. April Dashboard Report ii. March and April Consolidated Profit & Loss Statement iii. March and April Comparative Balance Sheet iv. April Accrued Revenue Report | | | | | | | | | | | |
| 5. | New Business | 7:35 – 8:15 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. None | | | | | | | | | | | |
| 6. | * Resolutions | 8:15 – 8:25 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. *Inter-Governmental Review and Resolution of Support for Housing Preservation Grant – Christine Jacobs b. *Resolution to Elect Officers for Fiscal Year 2024 – Ned Gallaway | | | | | | | | | | | |
| | <table border="0"> <tr> <td><u>Name</u></td> <td><u>Office</u></td> </tr> <tr> <td>Ned Gallaway (Albemarle County)</td> <td>Chair</td> </tr> <tr> <td>Tony O'Brien (Fluvanna County)</td> <td>Vice-Chair</td> </tr> <tr> <td>Keith Smith (Fluvanna County)</td> <td>Treasurer</td> </tr> <tr> <td>Christine Jacobs (Staff)</td> <td>Secretary</td> </tr> </table> | <u>Name</u> | <u>Office</u> | Ned Gallaway (Albemarle County) | Chair | Tony O'Brien (Fluvanna County) | Vice-Chair | Keith Smith (Fluvanna County) | Treasurer | Christine Jacobs (Staff) | Secretary | |
| <u>Name</u> | <u>Office</u> | | | | | | | | | | | |
| Ned Gallaway (Albemarle County) | Chair | | | | | | | | | | | |
| Tony O'Brien (Fluvanna County) | Vice-Chair | | | | | | | | | | | |
| Keith Smith (Fluvanna County) | Treasurer | | | | | | | | | | | |
| Christine Jacobs (Staff) | Secretary | | | | | | | | | | | |
| 7. | Executive Director's Report | 8:25 – 8:35 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. Monthly Report | | | | | | | | | | | |
| 8. | Other Business | 8:35– 8:55 | | | | | | | | | | |
| | <ul style="list-style-type: none"> a. Roundtable Discussion by Jurisdiction b. Next Meeting – Special Session - June 22, 2023,
 Items for Next Meeting: <ul style="list-style-type: none"> i. Strategic Planning Work Session | | | | | | | | | | | |
| 9. | *ADJOURN | 8:55 | | | | | | | | | | |
| | *Designates Items to be Voted On* | | | | | | | | | | | |



TJPD fully complies with Title VI of the Civil Rights Act of 1964 in all programs and activities. TJPD 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, lushannon@tjpd.org or visit the website www.tjpd.org.

TJPD Commissioners	
Ned Gallaway, Chair	Albemarle County
Jim Andrews	Albemarle County
Tony O'Brien, Vice Chair	Fluvanna County
Keith Smith, Treasurer	Fluvanna County
Dale Herring	Greene County
Andrea Wilkinson	Greene County
Tommy Barlow	Fluvanna County
Rachel Jones	Fluvanna County
Jesse Rutherford	Nelson County
Ernie Reed	Nelson County
Michael Payne	City of Charlottesville
Liz Russell	City of Charlottesville

TJPD Staff	
Christine Jacobs	Executive Director
David Blount	Deputy Director
Ruth Emerick	Chief Operating Officer
Laura Greene	Finance Director
Sandy Shackelford	Planning and Transportation Director
Lucinda Shannon	Senior Regional Planner
Sara Pennington	TDM Program Manager
Ryan Mickles	Regional Transportation Planner
Curtis Scarpignato	Regional Transportation Planner
Ian Baxter	Regional Housing Planner
Laurie Jean Talun	Regional Housing Grants Manager
Lori Allshouse	VATI Program Director
Gorjan Gjorgjievski	VATI Administrative Assistant
Isabella O'Brien	Regional Environmental Planner
Otis Collier	BRCTB Compliance Agent
Brandon Boccher	Housing Program Assistant
Gretchen Thomas	Administrative Assistant

Housing Preservation Grant Pre-Application 2023

1

Housing Preservation Grant Program

- USDA Rural Development grant program for rehabilitation of homes owned by households with low or extremely low incomes.
- \$5,000 available per project, with 100% match required.
- Common Activities:
 - Roof replacements
 - Repair deteriorating structures, doors
 - Electrical wiring
 - HVAC systems
 - Accessibility features

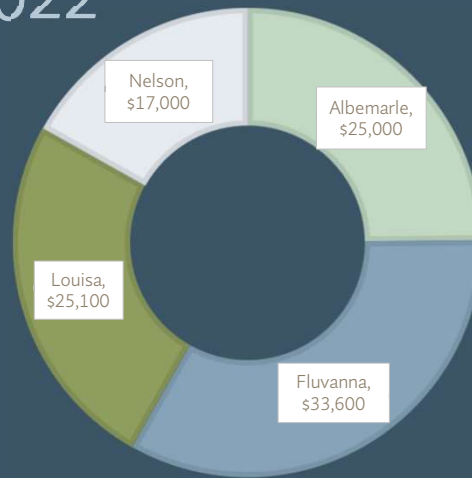
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PROGRAM YEAR 2022

\$215,000 total funding
(October 1, 2022 – September 30, 2023)

Subrecipients:

- Albemarle: AHIP
- Louisa and Fluvanna: FLHF
- Nelson: NCCDF
- Greene: Skyline CAP



3

3

2023 Budget

TOTAL REQUEST (50% of Virginia Allocation)	\$212,435
Program – HPG funds	\$174,198
Program – match funds	\$174,198
Administration - Subrecipients	\$6,373
Administration - TJPDC	\$31,865

4



5



Photo: Crabtree Falls in Nelson County, VA

Thomas Jefferson Planning District Commission

Comprehensive Economic Development Strategy – Kickoff

Presentation to the TJPDC Board of Commissioners

June 1, 2023



Agenda

- Introductions
- Overview of Comprehensive Economic Development Strategy (CEDS)
 - What is a CEDS
 - Value for TJPDC
- Data Overview
- Group Discussion
- Wrap Up & Next Steps

Camoin Associates Project Team



In business
since
1999

27
employees

We have
completed
1,500+
projects

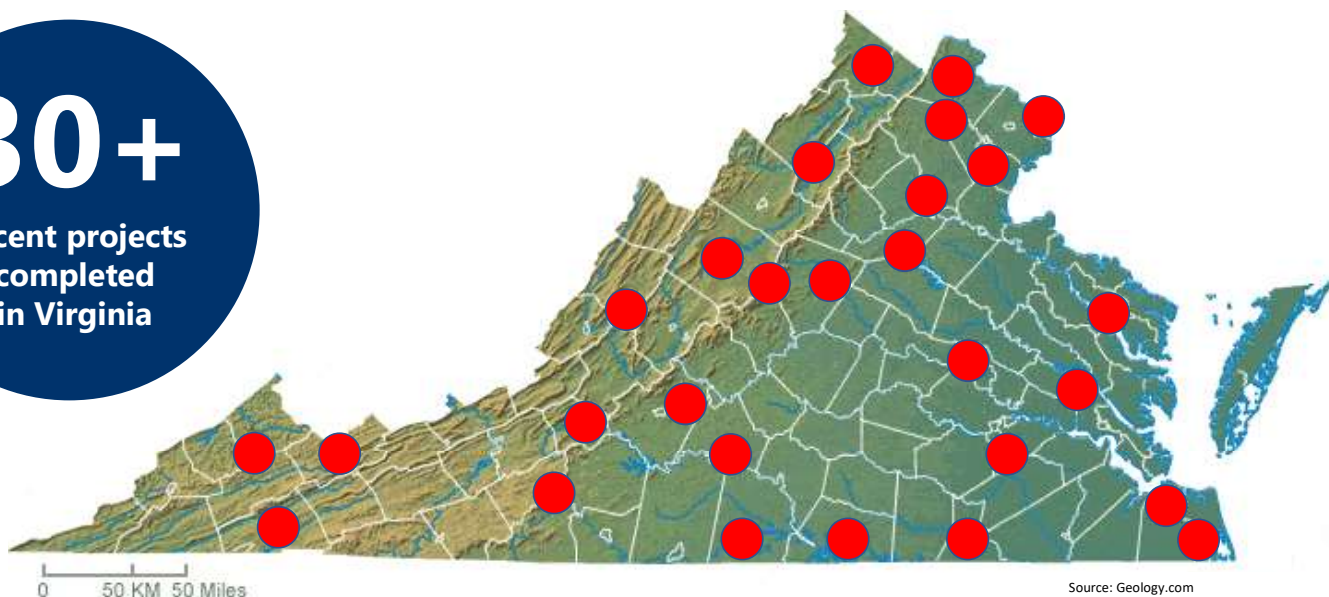
We have
worked in
46
US states and
territories

We are the only **full-service** economic development and
lead generation consulting firm in the country

Knowledge + Expertise

30+

recent projects
completed
in Virginia



What is a CEDS?

According to the EDA:

"...a strategy-driven plan for regional economic development. A CEDS is the result of a "regionally-owned" planning process designed to guide the economic prosperity and resiliency of an area or region.

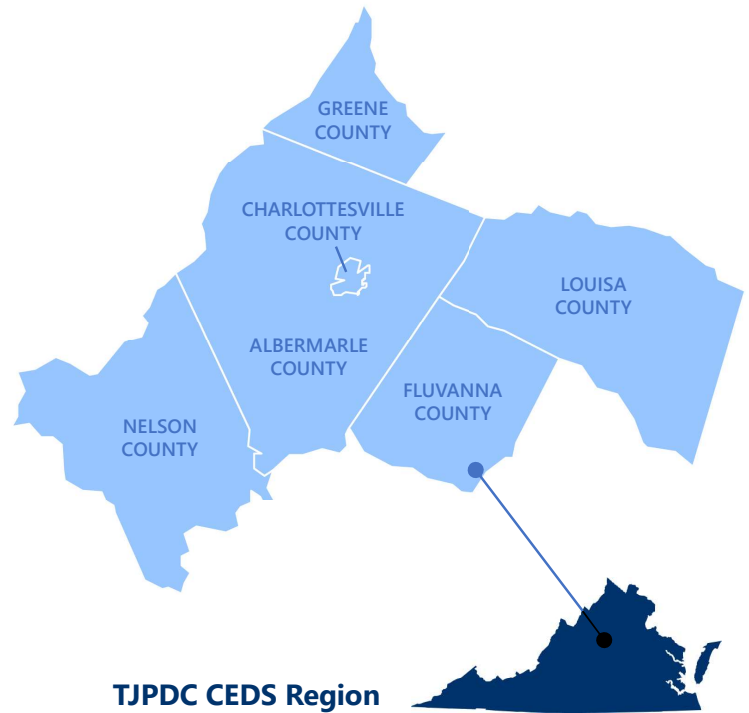
It provides a coordinating mechanism for individuals, organizations, local governments, and private industry to engage in a meaningful conversation and debate about the economic direction of their region."



What is a CEDS? (Really)

Bottom line:

- CEDS presents the collective, coordinated actions that many entities and organizations agree to take in order to **create economic prosperity in their region.**
- Actions are grounded in economic realities supported by data, information, and intelligence.
- 5-year time span

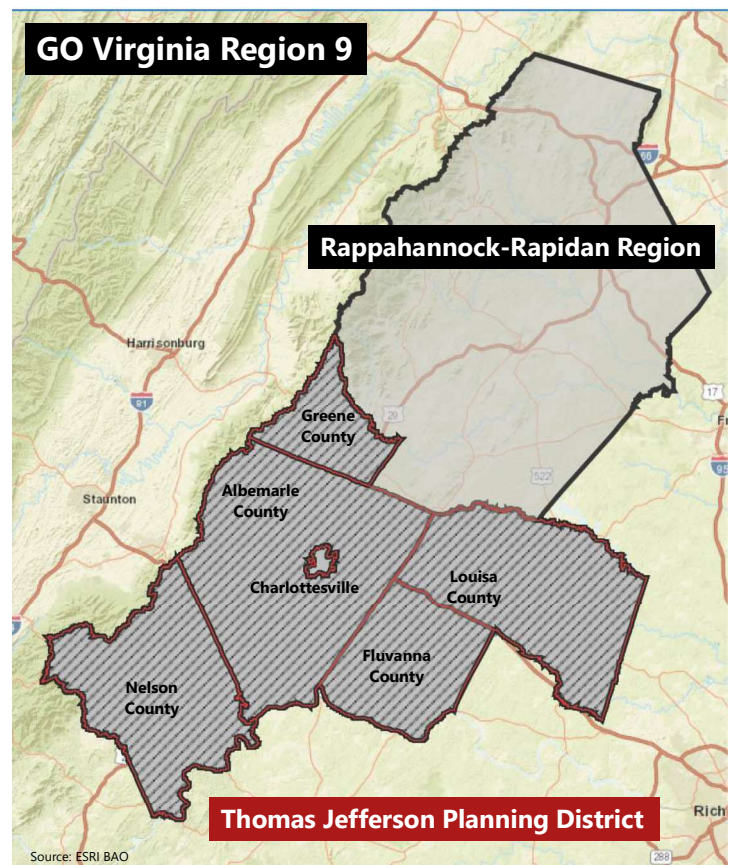


What's in it for my community?

A Comprehensive Strategy:

- Unifies local, regional, and state plans into one comprehensive strategy document
- Aligned with GO Virginia Region 9
- Actions are grounded in economic realities supported by data, information, and intelligence.
- Target and allocate regional resources within communities

Role of the TJPDC Commission

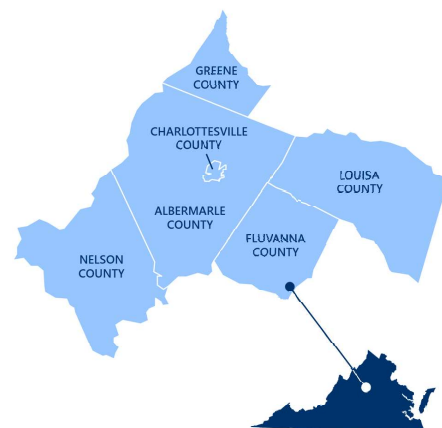


How We're Using Data

Determining who lives in TJPDC – age, household size, income, other characteristics

Evaluating the economy in the region – Jobs, industries, wages, commuting patterns

Understanding current market trends – real estate types, vacancy rates, market rents, available sites



Five Key Takeaways From Data

1. From 2010 to 2020, the TJPDC region's population growth (12.3%) outpaced both Virginia (8.7%) and the US (7.3%).
2. The public sector is a strong component of the economy, while other industries – *Transportation & Warehousing*, *Professional Scientific Technical Services*, and *Manufacturing* - show emerging strengths.
3. While the public sector leads in GRP contributions, the top three GRP growth sectors from 2017-2021 were Wholesale Trade, Management of Companies, and Finance & Insurance.
4. The top occupations that workers are traveling into the region for are Postsecondary teachers, Registered Nurses, and Office Clerks, General.
5. Strong demand for warehouse and distribution space has drawn vacancies in the industrial sector down to nearly 1%.

TJPDC's strong population growth

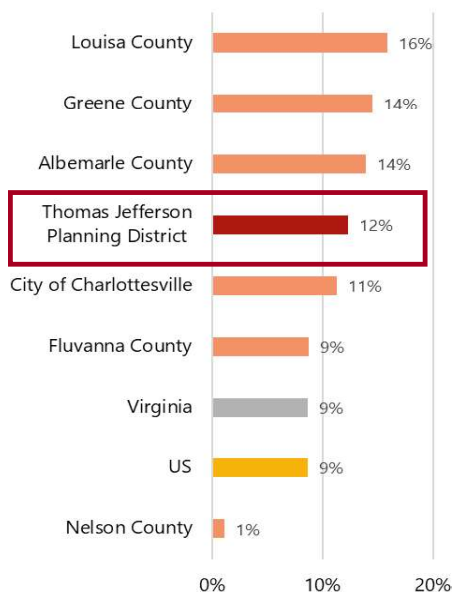
Total Population

Region	Population							
	1990	2000	2010	2020	2022	2030	2040	2050
Albemarle County	68,172	84,186	99,010	112,395	115,495	124,016	138,523	155,102
City of Charlottesville	40,475	40,099	43,435	51,050	51,278	48,920	48,939	49,691
Fluvanna County	12,429	20,047	25,691	27,249	27,843	28,394	31,523	35,124
Greene County	10,297	15,244	18,403	20,552	21,165	22,376	24,661	27,315
Louisa County	20,325	25,627	33,153	37,596	39,725	41,436	46,722	52,706
Nelson County	12,778	14,445	15,020	14,775	14,813	14,322	14,273	14,438
Thomas Jefferson Planning District	164,476	199,648	234,712	263,617	270,319	279,464	304,640	334,376
Virginia	6,189,317	7,079,030	8,001,024	8,644,727	8,696,955	9,129,002	9,759,371	10,535,810
US	248,709,873	281,421,906	308,745,538	331,449,281	333,287,557	347,200,000	361,500,000	371,000,000

Source: Weldon Cooper for County and State Estimates; US Census and Congressional Budget Office for National Estimates

Regional Population Change

Percent Change in Households, 2010-2020

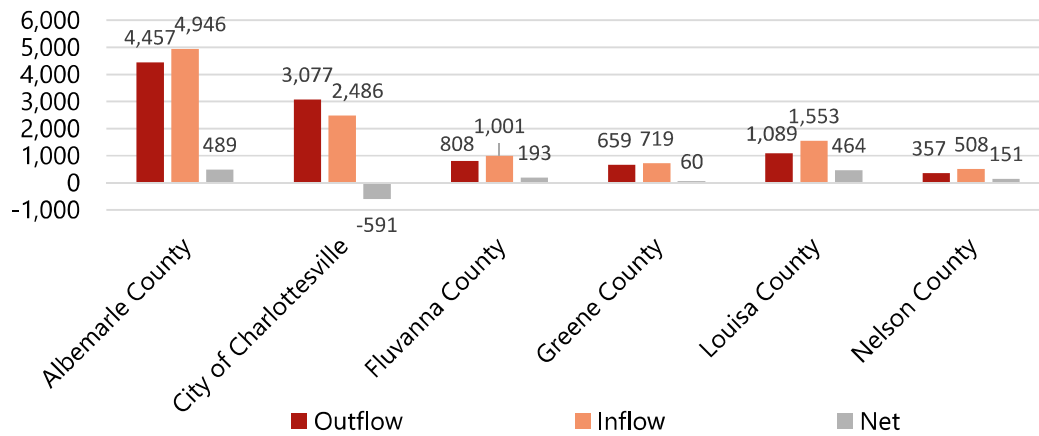


Source: Decennial Census, Esri

- TJPDC growth in households outpaced both VA and US.
- Nelson County is the sole county not keeping pace with or outpacing the state and national average

Migration

Household Migration Patterns, 2020



Note: Households as approximated by income tax returns

Source: IRS 2020

Region's Age Cohorts

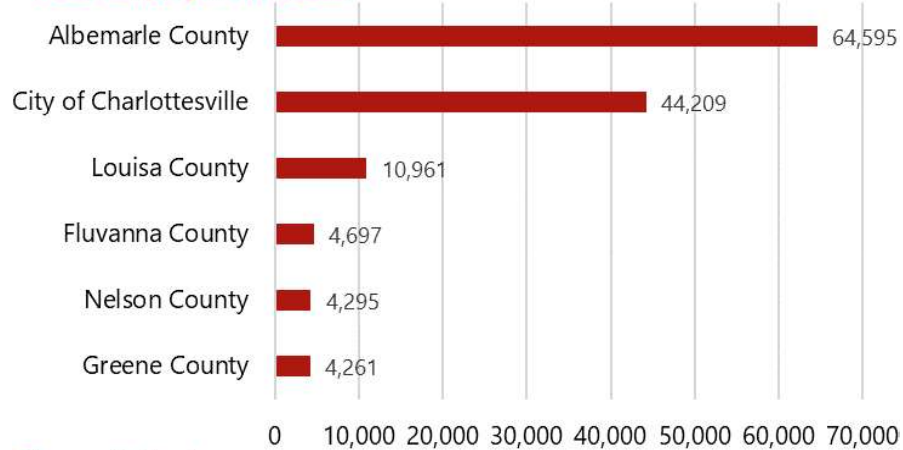
Age Distribution, 2022



Source: Esri

Regional Employment Breakdown

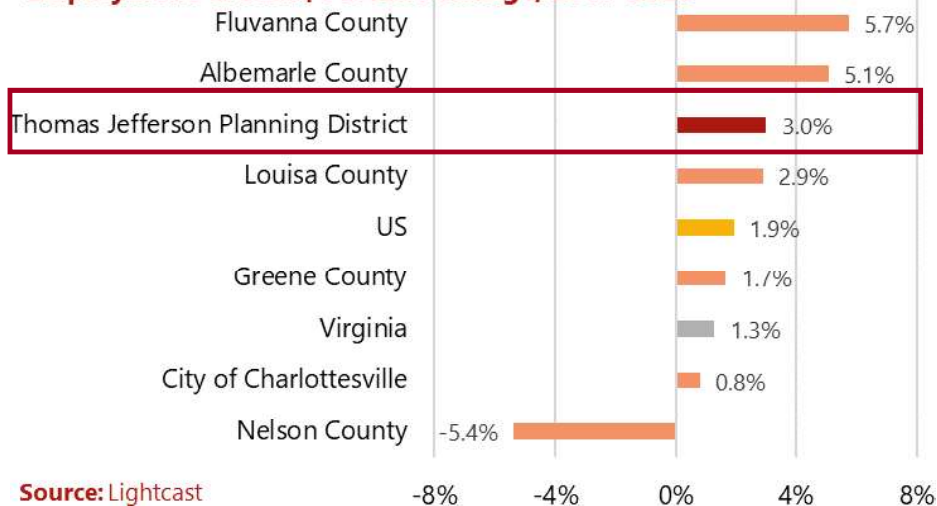
Total Employment, 2022



Source: Lightcast

Employment Change in Region

Employment Growth, Percent Change, 2017-2022

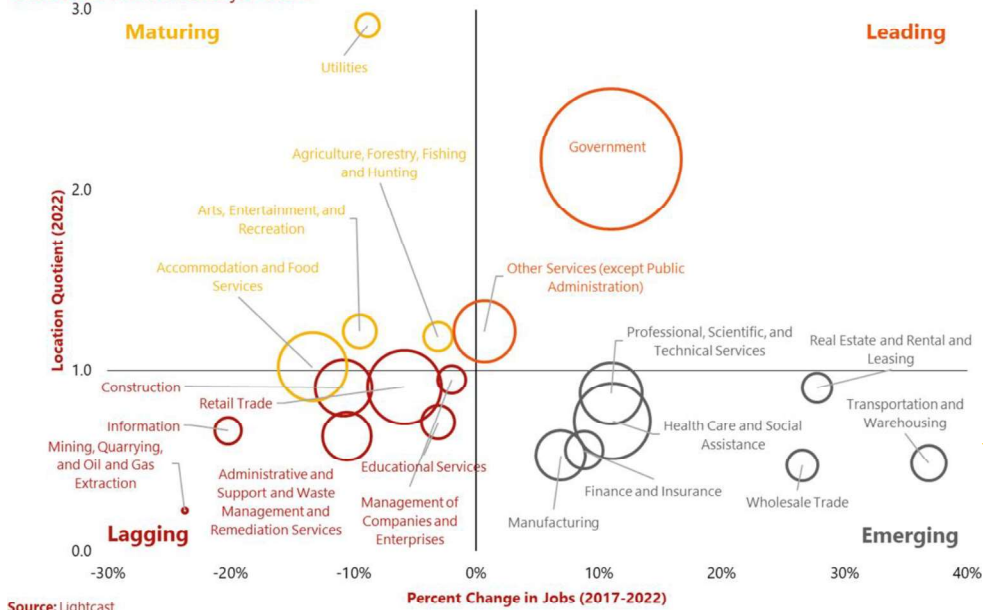


Source: Lightcast

The public sector is a strong component of the economy, while many other industries show emerging strengths

Key Metrics by Sector, Thomas Jefferson Planning District

Bubble size indicates 2022 job count



Industry Sectors

Leading Industries

Growing, concentrated

Government

Jobs: 41,833

Job Change (2017-2022): 11%

Share of Region's Jobs: 31.5%

Location Quotient: 2.2

Top Subsectors:

Education (State Government), including UVA (20,385 jobs) and Education (Local Government) (6,263 Jobs)

Other Services (Except Public Administration)

Jobs: 8,211

Job Change (2017-2022): 0.7%

Share of Region's Jobs: 6.2%

Location Quotient: 1.2

Top Subsectors:

Private Households (2,710 jobs), and Religious Organizations (1,415 jobs)

Emerging Industries

Growing, not as concentrated

Professional, Scientific, and Technical Services

Jobs: 8,262

Job Change (2017-2022): 11%

Share of Region's Jobs: 6.2%

Location Quotient: 0.9

Top Subsectors:

Computer System Design and Related Services (1,846 jobs) and Scientific Research and Development Services (1,525 jobs)

Health Care and Social Assistance

Jobs: 12,470

Job Change (2017-2022): 11.1%

Share of Region's Jobs: 9.3%

Location Quotient: 0.7

Top Subsectors:

Office of Physicians (2,945 jobs) and Individual and Family Services (2,095 jobs)

Government Sector

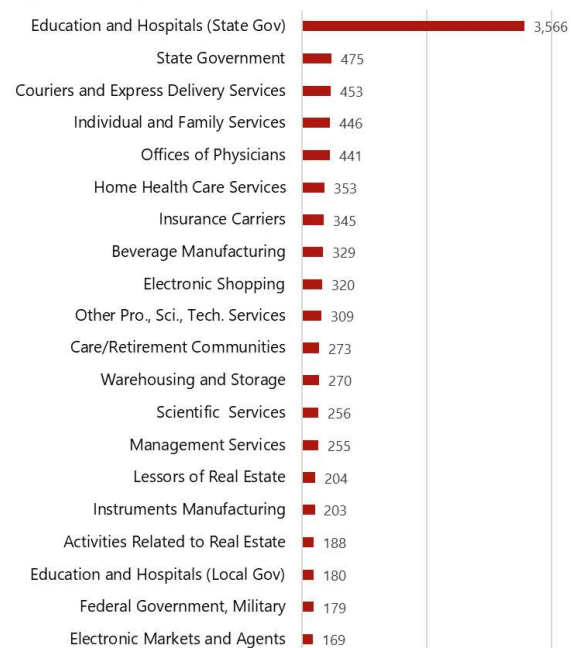
TJPDC Government Jobs, 2022

NAICS	Description	Count	Share
902612	Colleges, Universities, and Professional Schools (State Government)	18,051	44.3%
902622	Hospitals (State Government)	7,089	17.4%
903611	Elementary and Secondary Schools (Local Government)	6,399	15.7%
903999	Local Government, Excluding Education and Hospitals	4,279	10.5%
902999	State Government, Excluding Education and Hospitals	1,904	4.7%
901200	Federal Government, Military	1,303	3.2%
901199	Federal Government, Civilian, Excluding Postal Service	1,276	3.1%
901149	US Postal Service	374	0.9%
903619	All Other Schools and Educational Support Services (Local Government)	44	0.1%
902611	Elementary and Secondary Schools (State Government)	0	0.0%
902619	All Other Schools and Educational Support Services (State Government)	0	0.0%
903612	Colleges, Universities, and Professional Schools (Local Government)	0	0.0%
903622	Hospitals (Local Government)	0	0.0%
Total		40,718	100.0%

Source: Lightcast

Top 25 Subsectors

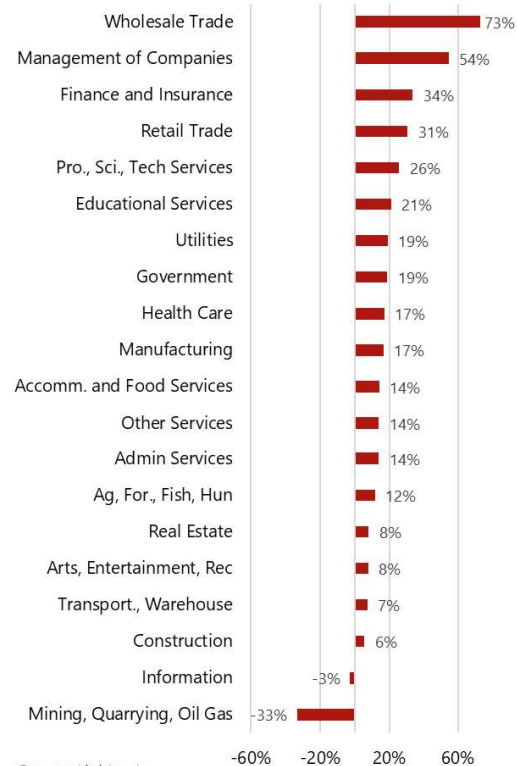
Thomas Jefferson Planning District Top 25 Subsectors by Job Growth, 2017-2022



Source: Lightcast

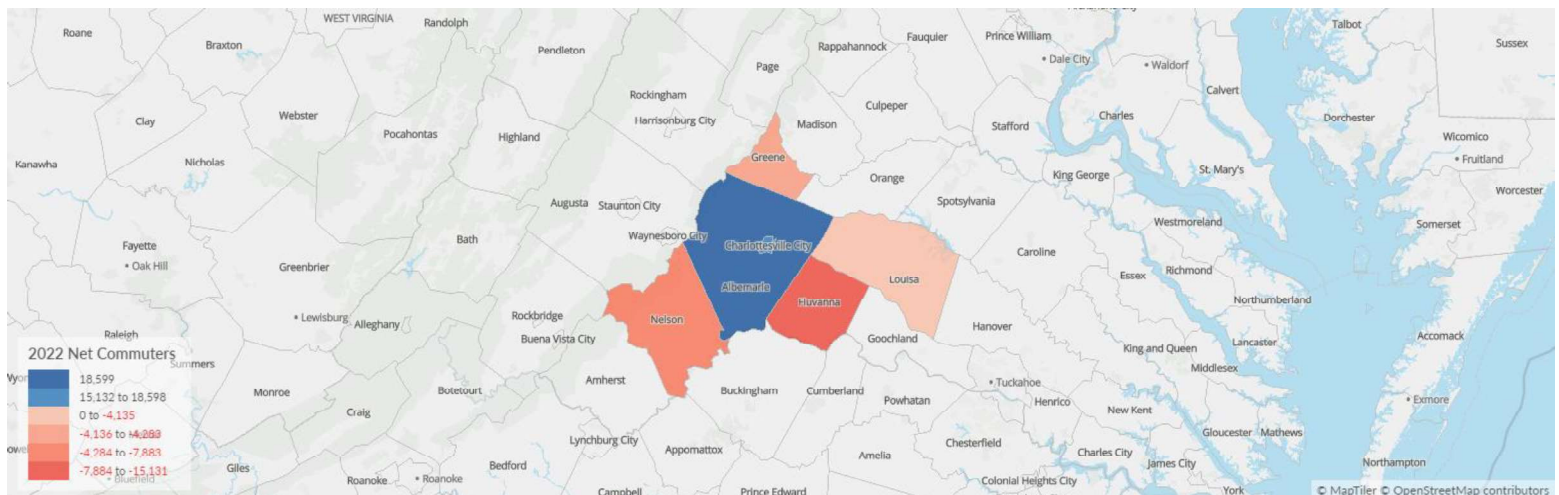
Wholesale Trade,
Management of
Companies, and
Finance & Insurance
leading GRP

GRP Growth by Sector, 2017-2021



Source: Lightcast

Net Inflow of Postsecondary Teachers, Registered Nurses, and Office Clerks, General



Net Inflow of Postsecondary Teachers, Registered Nurses, and Office Clerks, General

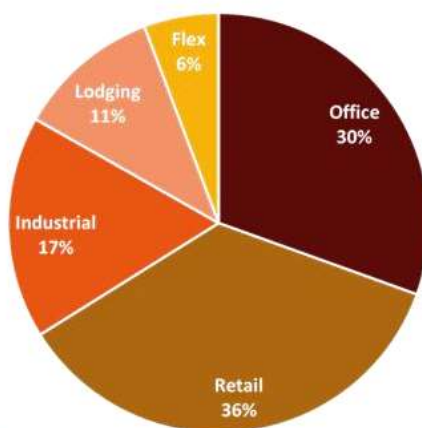
Top 20 Occupations by Net Commuters, Thomas Jefferson Planning District, 2022

SOC	Description	2022 Jobs	2022		Resident Workers Per Job
			Resident Workers	2022 Net Commuters	
25-1099	Postsecondary Teachers	5,110	3,877	1,232	0.76
29-1141	Registered Nurses	3,986	3,051	935	0.77
43-9061	Office Clerks, General	3,218	2,709	510	0.84
31-1128	Home Health and Personal Care Aides	2,592	2,218	374	0.86
31-1131	Nursing Assistants	1,715	1,366	349	0.80
53-7065	Stockers and Order Fillers	2,089	1,819	271	0.87
29-1229	Physicians, All Other	798	537	262	0.67
37-2012	Maids and Housekeeping Cleaners	1,788	1,530	258	0.86
53-7062	Laborers and Freight, Stock, and Material Movers, Hand	1,402	1,145	257	0.82
	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive				
43-6014	Legal, Medical, and Executive	1,809	1,560	248	0.86
29-2018	Clinical Laboratory Technologists and Technicians	771	544	227	0.71
43-4171	Receptionists and Information Clerks	1,297	1,077	220	0.83
53-3033	Light Truck Drivers	757	544	214	0.72
33-2011	Firefighters	724	527	197	0.73
15-1252	Software Developers	1,497	1,305	192	0.87
19-1042	Medical Scientists, Except Epidemiologists	546	363	183	0.66
19-3099	Social Scientists and Related Workers, All Other	496	336	160	0.68
43-1011	First-Line Supervisors of Office and Administrative Support Workers	1,310	1,161	148	0.89
43-3031	Bookkeeping, Accounting, and Auditing Clerks	1,394	1,249	145	0.90
53-3053	Shuttle Drivers and Chauffeurs	340	202	137	0.60

Source: Lightcast

Office and retail space account for majority of real estate in regions

TJPDC Non-Residential Real Estate Inventory by Type 31.8 msf in 2022

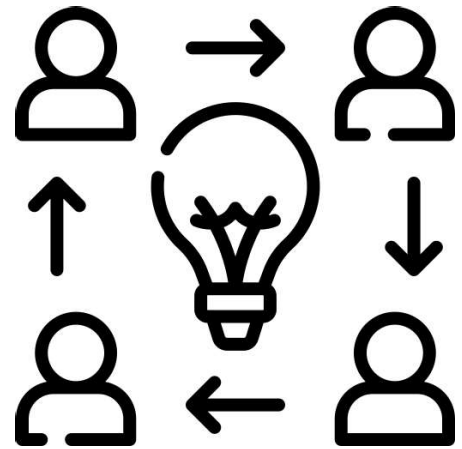


Source: CoStar

- Retail represents the largest property type with a total of 11.3 million SF in the region.
- Strong demand for warehouse and distribution space has drawn vacancies in the industrial sector down nearly 1%.
- With almost 10 million SF of space in the region, offices currently see a vacancy rate approaching 8%.

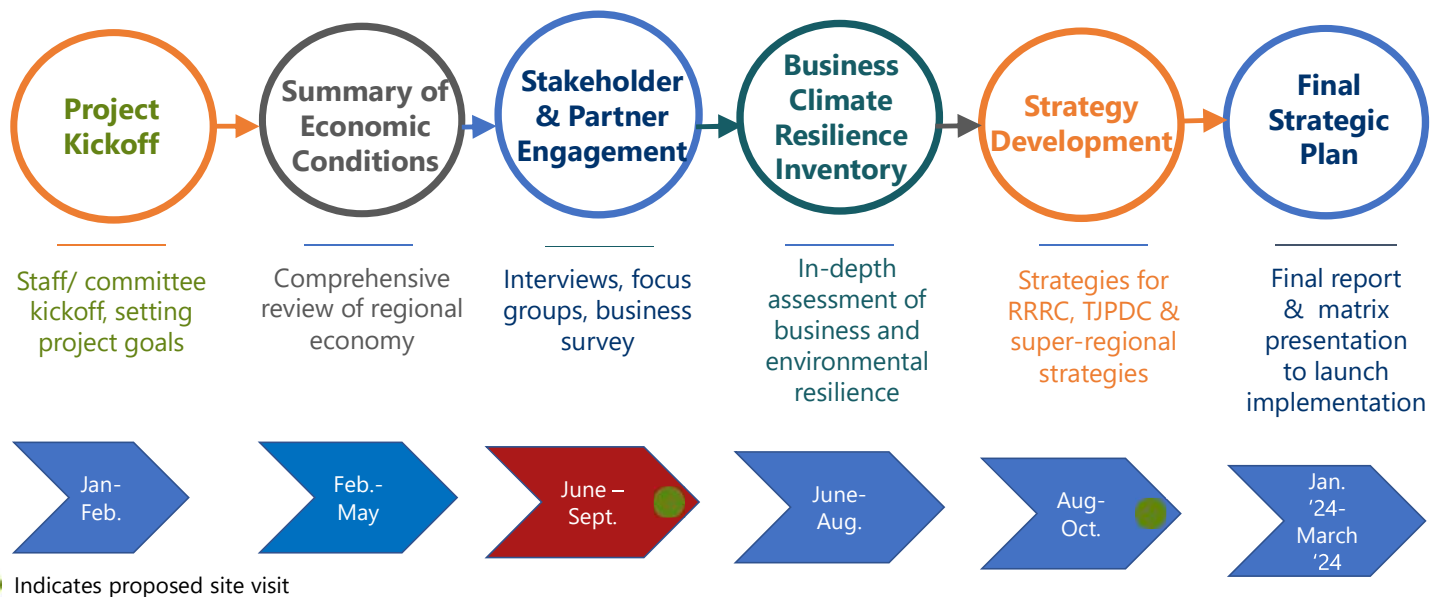
Engagement

- What is one economic or community asset that is underutilized in the region?
- What does economic resilience mean to your community?



Project Status

15-month Timeframe



Next Steps

- Stakeholder engagement
- Business climate resiliency inventory
- Onsite visit
- Situational assessment



THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)

Minutes, May 4, 2023

COMMISSIONERS PRESENT	IN PERSON	REMOTE	STAFF PRESENT	IN PERSON	REMOTE
City of Charlottesville			Christine Jacobs, Executive Director	x	
Michael Payne	x		David Blount, Deputy Director	x	
Liz Russell	x		Ruth Emerick, Chief Operating Officer	x	
Albemarle County			Sandy Shackelford, Planning and Transportation Director	x	
Ned Gallaway, Chair	x		Laura Greene, Director of Finance	x	
Jim Andrews	x		Laurie Jean Talun, Regional Housing Grants Manager	x	
Fluvanna County					
Tony O'Brien, Vice Chair	x				
Keith Smith, Treasurer		x			
Greene County					
Dale Herring	x				
Andrea Wilkinson	x				
Louisa County					
Rachel Jones	x		GUESTS/PUBLIC PRESENT		
Tommy Barlow	x				
Nelson County					
Jesse Rutherford	x				
Ernie Reed	x				

1. CALL TO ORDER:

a. Call to Order, Roll Call:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 6:47 pm. Ruth Emerick took attendance by roll call and certified that a quorum was present.

b. Vote to Allow Electronic Participation: Not needed.



2. CLOSED SESSION: per Code of Virginia 2.2-3711 (A) 1

a. Employee – Individual Employee(s) Discussion

Using the attached closed session form, prepared by David Blount, 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 any visitors were re-admitted into the TJPDC Commission Zoom meeting.

3. REGULAR MEETING:

a. Vote to Allow Electronic Participation:

The in-person Commissioners considered allowing remote participation for the following commissioner per the Commission's remote participation policy: Keith Smith participated from Palmyra, VA for a personal matter.

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously allowed Keith Smith to participate remotely at the May 4, 2023, meeting.

4. MATTERS FROM THE PUBLIC:

a. Comments by the Public: None.

b. Comments provided via email, online, web site, etc.: None.

c. Presentation: Draft 2023-2027 HOME-CDBG Five-Year Consolidated Plan and Annual Action Plan

Regional Housing Grants Manager Laurie Jean Talun shared the timeline and activities for updating the Thomas Jefferson HOME Consortium's Five-Year Consolidated Plan and Annual Action Plan and provided an overview of accomplishments over the previous five years.

d. Public Hearing: Chair Ned Galloway opened the public hearing for the Draft 2023-2027 HOME-CDBG Five-Year Consolidated Plan and 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.

5. PRESENTATIONS:

a. Staff Introductions

Executive Director Christine Jacobs introduced Laura Greene, Director of Finance.

b. Legislative Report

David Blount, Deputy Director, provided a brief review of the 2023 General Assembly session. He noted there is considerable discussion on housing taking place and that redistricting will have a significant impact on the legislative makeup of the next General Assembly with the retirement of many long-time legislators.

6. CONSENT AGENDA: Action Items

a. Minutes of April 6, 2023 Meeting

b. April 6, 2023 Closed Session Certificate Form

c. February Financial Reports

Christine Jacobs reviewed the April 6, 2023 meeting minutes, closed session certificate, and February Financial Reports.

Motion/Action: On a motion by Dale Herring, seconded by Jesse Rutherford, the Commission unanimously approved the consent agenda as presented.

7. NEW BUSINESS:

a. TJPDC Officer Slate Notice – TJPDC Nominating Committee

The Nominating Committee for FY24 Commission officers, which was selected at the last meeting, consisted of Dale Herring, Tony O'Brien, and Jesse Rutherford. Tony O'Brien removed himself from the Nominating Committee. The slate of officers presented by the Nominating Committee is as follows:

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

There were no candidates nominated from the floor. This slate of officers will be considered for approval by the Commission at the next meeting.

b. TJPDC Corporation Appointments

The TJPDC Corporation largely serves as the fiscal agent for area non-profits who align closely with the purpose of the TJPDC. Appointments by the Commission to the TJPDC Corporation board need to be made annually, even if reappointing those currently serving. Ruth Emerick, Chief Operating Officer, shared that there are currently no vacancies that need to be filled by Commission appointment, but the Commission may appoint a replacement should the need arise. Officers to the board will be elected in the TJPDC Corporation's annual meeting.

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously approved a motion to re-appoint the existing six members to the TJPDC Corporation, each being a representative from one of the six member jurisdictions.

c. DHCD Community Development Block Grant (CDBG)

Christine Jacobs shared that the Virginia Department of Housing and Community Development (DHCD), which administers a pool of federal Community Development Block Grant (CDBG) program funds, has asked for planning district commissions to identify regional priorities for anticipated CDBG funding applications to the competitive Community Improvement Grant program. TJPDC staff asked local governments and area housing agencies for notice of anticipated CDBG applications. Albemarle County and Louisa County indicated that they may have potential applications for 2023.

Motion/Action: On a motion by Dale Herring, seconded by Jim Andrews, the Commission unanimously approved a motion to approve the 2023 CDBG Regional Priorities, as presented.

d. Federal Highway Administration (FHWA) Contract – Safe Streets and Roads for All (SS4A)

Sandy Shackelford gave an overview of the \$857,600 contract requiring a 20% local match in the amount of \$214,400. Due to the size of the program, the Commission will need to authorize the execution of a grant agreement with the U.S. Department of Transportation for a Safe Streets and Roads for All Discretionary Grant.

e. FY23 Amended Operating Budget

The FY23 Amended Operating Budget was approved by the Commission on March 2, 2023. Since then, the VATI program has had a significant change in the anticipated pass-through amount, along with some smaller budget amendments, necessitating an amendment to the budget approved in March. The difference for the anticipated VATI pass-through will be applied equally to the FY24 and FY25 budgets.

f. FY24 Operating Budget and Memo

Christine Jacobs presented the FY24 Operating Budget to the Commission. There were several changes that occurred since the draft FY24 budget was presented in April:

- An increase in the Virginia Telecommunication Initiative (VATI) pass-through;
- A 7% salary increase for all TJPDC staff;
- A reduction in salary/fringe related to hiring the Director of Finance at 25 hours/week rather than full time;
- An increase in federal revenue related to federal funds offered by the Department of Rail and Public Transportation to cover a significant portion of the required match for RideShare strategic planning; and
- An increase in per capita funding allocated to the TJPDC's new Mobility Management program to make up for a gap in funding as recommended in the draft Six-Year Improvement Program before the Commonwealth Transportation Board.

The FY24 Operating Budget includes revenues of \$54,926,035 and expenses of \$54,926,035 with an anticipated need for \$9,075 in a reserve transfer to balance the budget.

8. RESOLUTIONS:

a. 2023-2027 HOME-CDBG Consolidated Plan Resolution

Motion/Action: On a motion by Ernie Reed, seconded by Jim Andrews, the Commission unanimously approved the resolution adopting the 2023-27 HOME-CDBG Consolidated Plan.

b. SS4A Resolution

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously approved the resolution authorizing the execution of a grant agreement with the US DOT for a Safe Streets and Roads for All (SS4A) discretionary grant.

c. FY23 Amended Operating Budget Resolution

Motion/Action: On a motion by Jim Andrews, seconded by Jesse Rutherford, the Commission unanimously approved the resolution approving the FY23 Amended Annual Operating Budget and with an amendment, based on the Commission's closed session, to include a one-time bonus of \$5,000 for the Executive Director.

d. FY24 Operating Budget Resolution

Motion/Action: On a motion by Dale Herring, seconded by Tony O'Brien, the Commission unanimously approved the resolution approving the FY24 Annual Operating Budget and Work Plan as presented.

9. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report:

Project milestones for VATI were shared, including the completion of nearly 340 miles of field data collection, over 1,600 miles of fiber design, over 430 miles of make ready work, over 130 miles of aerial fiber placement, over 130 miles of underground fiber placement, over 90 miles of splicing, and 957 passings. Staff observed work in the field in Amherst County in April.

Staff submitted a VA Housing Tier II grant for implementation of the Regional Housing Partnership's newly adopted strategic plan. Staff are also working to recruit an AmeriCorps VISTA to support the RHP's strategic plan implementation.

The draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of \$119,370 (TJPDC applied for \$ 129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget. Additionally, the SYIP recommends funding to complete a five-year strategic plan for the RideShare program. The Department of Rail and Public Transportation informed staff that they have unallocated federal funding that they are willing to contribute toward the required match, reducing the local match from \$35,000 to \$2,800.

Staff are meeting with all six member jurisdictions to get feedback on the required scope of work for the SS4A program. Once completed, staff will issue a Request for Proposals through a sealed competitive negotiation process. Simultaneously, staff is working to complete contracting with the U.S. Department of Transportation. Once executed, staff can proceed with awarding a contract to a qualified consultant to begin the work.

The CA-MPO continues to work on the Long-Range Transportation Plan (LRTP). A draft survey has been developed for the MPO committees to review in their May meetings, with public engagement to be conducted over the summer. The Policy Board will be approving the FFY24 Unified Planning Work Program (UPWP) and adopting the FY24-27 Transportation Improvement Program at its meeting on May 24.

Staff attended a meeting with Nelson County to discuss the transportation chapter of their Comprehensive Plan. Additionally, Nelson staff asked for TJPDC staff support with a potential Transportation Alternative Program (TAP) grant, pending Nelson Board of Supervisors support.

The Stewardship Mapping and Assessment Project (STEW-Map) survey is now public. Environmental stewards from across the region have been contacted to complete the survey, which will remain open until September 20, 2023.

The Annual Recycling Rate was submitted to DEQ for 2022. The submitted regional recycling rate is 34.3% for the region.

10. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.
- b. Items for Next Meeting – June 1, 2023**
 - i. Election of TJPDC Officers
 - ii. Housing Preservation Grant Pre-Application and Inter-Governmental Review

ADJOURNMENT:

Motion/Action: On a motion by Tony O’Brien, seconded by Jim Andrews, the Commission unanimously voted to adjourn the June 1, 2023, Commission meeting at 8:52 pm.

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

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION

May 4, 2023

Prepared by David Blount, TJPDC

COMMISSIONERS PRESENT		STAFF PRESENT	
City of Charlottesville		David Blount, Deputy Director/Legislative Director	
Michael Payne	X		
Liz Russell	X		
Albemarle County			
Ned Gallaway, Chair	X		
Jim Andrews	X		
Fluvanna County			
Tony O'Brien, Vice-Chair	X		
Keith Smith, Treasurer			
Greene County			
Dale Herring	X		
Andrea Wilkinson	X		
Louisa County		GUESTS/PUBLIC PRESENT	
Rachel Jones	X	None	
Tommy Barlow	X		
Nelson County			
Jesse Rutherford	X		
Ernie Reed			

Closed Session:

- Motion to Enter Closed Session:** I, Dale Herring, 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 Tony O'Brien.

Roll call vote:

☒ (Aye) (Nay) Michael Payne
☒ (Aye) (Nay) Liz Russell
☒ (Aye) (Nay) Ned Gallaway
☒ (Aye) (Nay) Jim Andrews
☒ (Aye) (Nay) Tony O'Brien
☐ (Aye) (Nay) Keith Smith
☒ (Aye) (Nay) Dale Herring

☒ (Aye) (Nay) Andrea Wilkinson
☒ (Aye) (Nay) Rachel Jones
☐ (Aye) (Nay) Tommy Barlow
☐ (Aye) (Nay) Ernie Reed
☒ (Aye) (Nay) Jesse Rutherford

Motion ☒ (Passed) ☐ (Failed)

2. **Motion to Exit Closed Session:** I, Dale Herring, move that the Commission exit closed session. Motion seconded by Tony O'Brien for the committee to exit closed session.

Roll call vote:

(Aye) (Nay) Michael Payne
(Aye) (Nay) Liz Russell
(Aye) (Nay) Ned Gallaway
(Aye) (Nay) Jim Andrews
(Aye) (Nay) Tony O'Brien
(Aye) (Nay) Keith Smith
(Aye) (Nay) Dale Herring

(Aye) (Nay) Andrea Wilkinson
(Aye) (Nay) Rachel Jones
(Aye) (Nay) Tommy Barlow
(Aye) (Nay) Ernie Reed
(Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

3. **Motion to Certify:** I Dale Herring 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 Tony O'Brien to Certify.

Roll call vote:

(Aye) (Nay) Michael Payne
(Aye) (Nay) Liz Russell
(Aye) (Nay) Ned Gallaway
(Aye) (Nay) Jim Andrews
(Aye) (Nay) Tony O'Brien
(Aye) (Nay) Keith Smith
(Aye) (Nay) Dale Herring

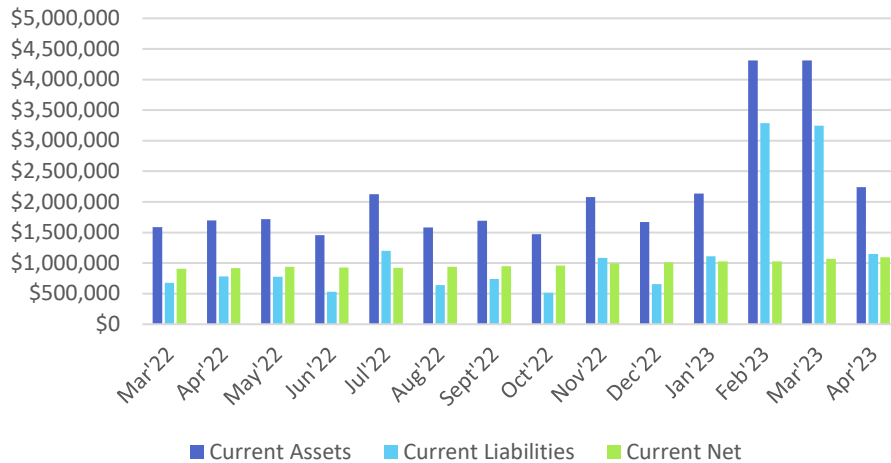
(Aye) (Nay) Andrea Wilkinson
(Aye) (Nay) Rachel Jones
(Aye) (Nay) Tommy Barlow
(Aye) (Nay) Ernie Reed
(Aye) (Nay) Jesse Rutherford

Motion (Passed) (Failed)

Certified: David Blount David Blount

NET QUICK ASSETS

Target = \$643,739 (5 months operating expenses)
12 Month Average Monthly Operating Expenses = \$128,748



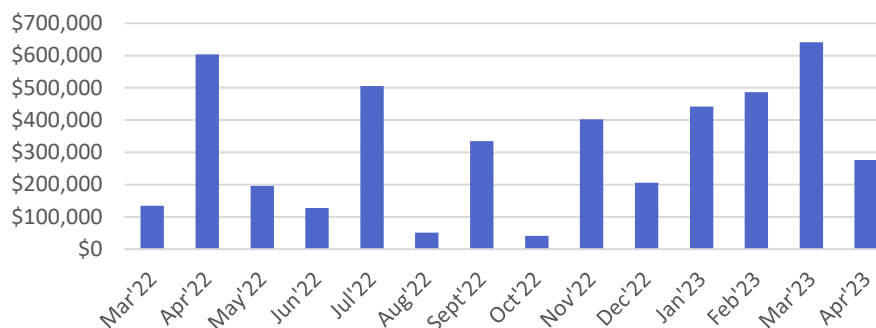
MONTHLY NET QUICK ASSETS

Mar'22 = \$908,525
Apr'22 = \$917,249
May'22 = \$940,919
Jun'22 = \$926,324
Jul'22 = \$924,190
Aug'22 = \$940,983
Sept'22 = \$948,946
Oct'22 = \$959,348
Nov'22 = \$995,511
Dec'22 = \$1,012,725
Jan'23 = \$1,025,890
Feb'23 = \$1,028,551
Mar'23 = \$1,067,654
Apr'23 = \$1,092,951

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 April 2023, the TJPDC had 8.49 months of operating expenses. The rolling twelve-month average operating expenses increased to \$128,748. The 3-month average operating expenses are \$139,651. Actual operating expenses for March were 166,571 and for April were \$116,403. Capital reserves = \$1,092,951 - \$643,739 = \$449,213.

UNRESTRICTED CASH ON HAND

Target = \$514,991 (4 months operating expenses)
Alarm = <\$257,496 (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.

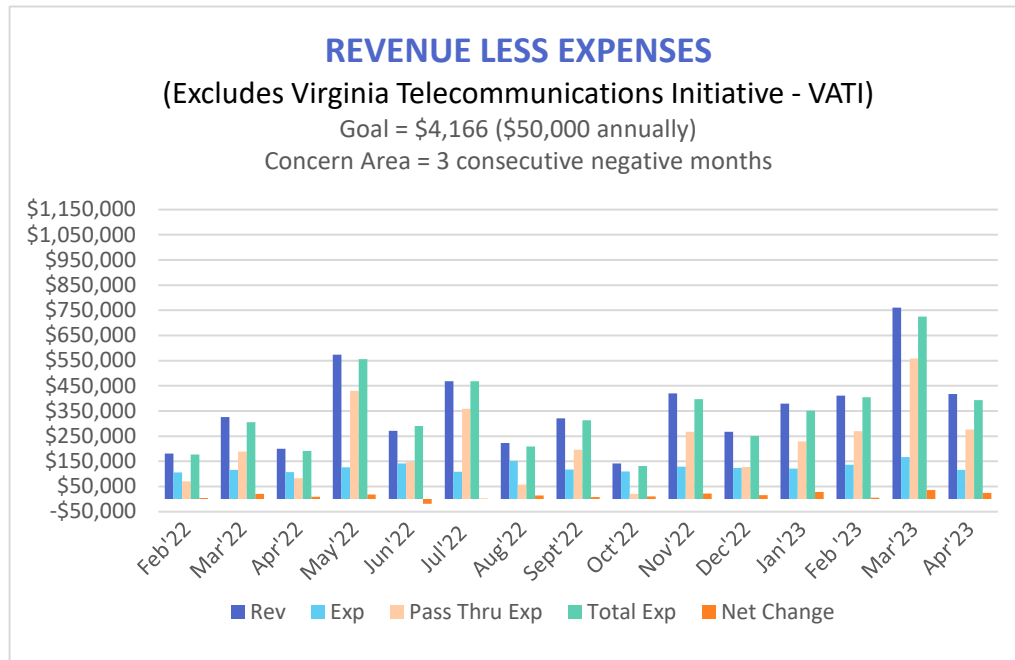
MONTHS OF UNRESTRICTED CASH

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. March's financials indicate that

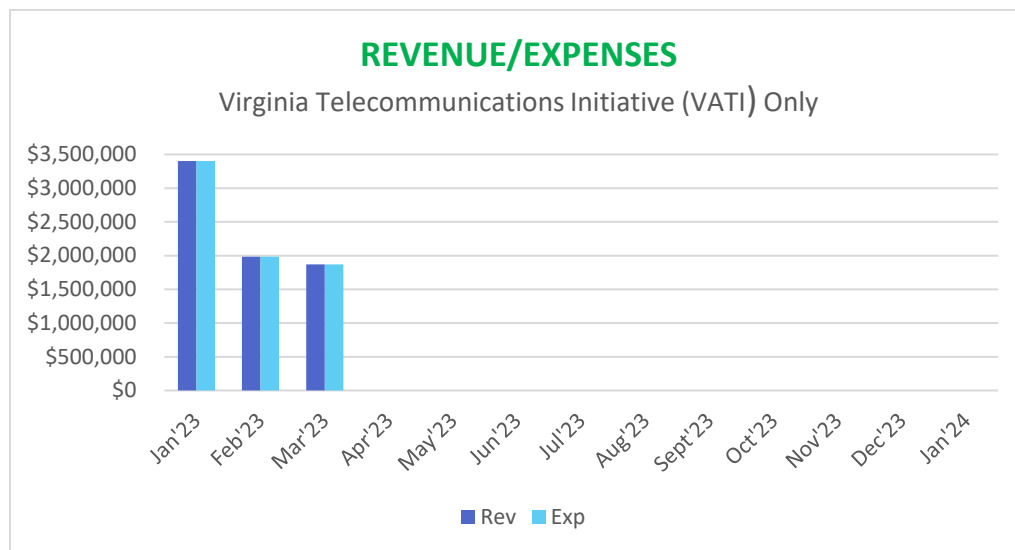
there were 5.01 months of unrestricted cash on hand available. As of April 30, 2023, there are 2.15 months of unrestricted cash on hand (\$276,220).

NET REVENUE:



MONTHLY NET REVENUE

Feb'22 = \$4,015
Mar'22 = \$21,052
Apr'22 = \$9,499
May'22 = \$18,214
Jun'22 = (\$14,029)
Jul'22 = \$982
Aug'22 = \$14,516
Sept'22 = \$7,741
Oct'22 = \$10,072
Nov'22 = 22,587
Dec'22 = 15,424
Jan'23 = \$28,072
Feb'23 = \$5,679
Mar'23 = \$35,561
Apr'23 = \$24,332



VATI

MONTHLY EXP/REV
Jan'23 = \$3,400,931
Feb'23 = \$1,983,835
Mar'23 = \$1,869,248
Apr'23 = \$0

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. In order 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 above and will be reported separately in a VATI

revenues and expenses graph (above). **The agency's net gain in March was \$35,561. The net gain in April was \$24,332.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). **The agency's FY23 net gain through April is \$148,518.** VATI pass-through revenues and expenses were \$1,869,248 in March. The Accrued Revenue Report (reporting through April 2023) shows total average available funds of \$212,761 for the remaining 2 months in FY23 which is ample revenue to cover projected expenses. Actual operating expenses for March were \$166,571 and for April were \$116,403. *Note:* The Executive Director intends to give staff an end-of-fiscal-year one-time bonus. This bonus was approved in the FY23 amended budget and revenue projections indicate there will be ample revenue to cover the bonuses. Additionally, reconciliations and associated adjustments to accounts receivable, accounts payable, and deferred revenue will affect the FY23 net gain.

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 & Loss
March 2023

3:19 PM
May 23, 2023
Accrual Basis

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	2,040,909	2,271,357	8,360,151	19,278,525	25,906,162
4120 · State Funding Source	260,546	91,726	756,087	825,536	1,100,715
4130 · Local Source	312,025	1,332,618	2,467,788	10,305,566	13,984,859
42000 · Local Match Per Capita	12,756	7,039	103,507	111,856	160,847
4280 · Interest Income	3,986	42	23,633	374	500
Total Income	2,630,221	3,702,783	11,711,166	30,521,857	41,153,083
Gross Profit	2,630,221	3,702,783	11,711,166	30,521,857	41,153,083
Expense					
61000 · Personnel	94,336	112,608	837,487	968,957	1,302,934
6900 · Overhead Allocation	(172)	0	(172)	0	0
6260 · COGS	0	3,143	4,350	0	0
62391 · Postage Expense	0		0	0	0
6310 · Postage	65	195	1,671	1,760	2,344
6280 · Subscription-Publications	96	154	267	1,388	1,850
62393 · Supplies	621	716	8,685	6,519	8,668
62394 · Audit -Legal Expenses	0	0	23,242	34,700	37,000
6240 · Advertising	100	2,035	8,737	17,769	24,414
62401 · Professional Dev-Conference	0	0	0	0	0
6450 · Meeting Expenses	1,232		6,396	0	0
62410 · TJPDC Contractual	16,022	6,425	66,607	57,096	75,970
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	1,381	951	7,887	9,128	12,016
62850 · Insurance	558	508	6,058	4,777	6,300
62890 · Printing/Copier	1,545	362	4,622	4,818	6,259
6320 · Rent	8,505	8,662	75,760	75,607	101,142
63210 · Equipment/Data Use	3,744	1,745	48,852	15,878	21,113
6600 · Telephone	617	747	4,723	6,725	8,967
63300 · Travel	3,152	5,889	13,310	53,042	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	632	500	2,614	4,501	6,001
6390 · Professional Development	34,138	2,866	51,237	26,381	35,007
Total Expense	166,571	147,504	1,172,332	1,289,047	1,720,694
Net Ordinary Income	2,463,650	3,555,279	10,538,834	29,232,810	39,432,389

Thomas Jefferson Planning District Commission
Consolidated Profit & Loss
March 2023

3:19 PM
 May 23, 2023
 Accrual Basis

	Mar 23	Budget	Jul '22 - Mar 23	YTD Budget	Annual Budget
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	60,984	199,077	299,169	712,195	1,087,192
8399 · Grants Contractual Services	2,367,105	3,262,683	10,115,479	28,834,200	38,336,104
Total Other Expense	2,428,088	3,461,760	10,414,648	29,546,394	39,423,296
Net Other Income	(2,428,088)	(3,461,760)	(10,414,648)	(29,546,394)	(39,423,296)
Net Income	35,562	93,519	124,186	(313,584)	9,093

Thomas Jefferson Planning District Commission
Consolidated Profit & Loss
April 2023

3:18 PM
May 23, 2023
Accrual Basis

	Apr 23	Budget	Jul '22 - Apr 23	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	(1,270,297)	2,169,836	7,089,853	21,448,361	25,906,162
4120 · State Funding Source	34,651	91,726	790,738	917,262	1,100,715
4130 · Local Source	1,636,162	1,291,818	4,103,950	11,597,384	13,984,859
42000 · Local Match Per Capita	12,756	15,021	116,262	126,877	160,847
4280 · Interest Income	3,701	42	27,334	416	500
Total Income	416,972	3,568,443	12,128,138	34,090,300	41,153,083
Gross Profit	416,972	3,568,443	12,128,138	34,090,300	41,153,083
Expense					
61000 · Personnel	86,560	106,250	924,047	1,075,207	1,302,934
6900 · Overhead Allocation	(111)	0	(283)	0	0
6260 · COGS	0	0	4,350	0	0
62391 · Postage Expense	0		0	0	0
6310 · Postage	63	195	1,734	1,955	2,344
6280 · Subscription-Publications	0	154	267	1,542	1,850
62393 · Supplies	193	716	8,878	7,236	8,668
62394 · Audit -Legal Expenses	0	0	23,242	34,700	37,000
6240 · Advertising	2,821	2,034	11,557	19,803	24,414
62401 · Professional Dev-Conference	(751)	0	(751)	0	0
6450 · Meeting Expenses	322		6,718	0	0
62410 · TJPDC Contractual	14,963	6,275	81,570	63,371	75,970
6382 · Contractual Service Grants	0	0	0	0	0
6281 · Dues	342	951	8,228	10,079	12,016
62850 · Insurance	558	508	6,616	5,285	6,300
62890 · Printing/Copier	118	343	4,740	5,161	6,259
6320 · Rent	8,505	7,362	84,265	82,968	101,142
63210 · Equipment/Data Use	417	1,745	49,269	17,623	21,113
6600 · Telephone	486	747	5,208	7,473	8,967
63300 · Travel	1,559	5,889	14,868	58,931	70,709
63315 · Legislative Liaison	0	0	0	0	0
6345 · Janitorial Service	360	500	2,974	5,001	6,001
6390 · Professional Development	0	2,866	51,237	29,247	35,007
Total Expense	116,403	136,535	1,288,735	1,425,582	1,720,694
Net Ordinary Income	300,569	3,431,908	10,839,403	32,664,718	39,432,389

Thomas Jefferson Planning District Commission
Consolidated Profit & Loss
April 2023

3:18 PM
May 23, 2023
Accrual Basis

	<u>Apr 23</u>	<u>Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	29,865	102,193	329,034	814,387	1,087,192
8399 · Grants Contractual Services	246,372	3,224,078	10,361,851	32,058,278	38,336,104
Total Other Expense	276,237	3,326,271	10,690,885	32,872,665	39,423,296
Net Other Income	(276,237)	(3,326,271)	(10,690,885)	(32,872,665)	(39,423,296)
Net Income	<u>24,332</u>	<u>105,637</u>	<u>148,518</u>	<u>(207,947)</u>	<u>9,093</u>

	Mar 31, 23	Mar 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	1,144,220.00	834,851.28	309,368.72
1189 · Capital Reserve	411,094.00	411,094.00	0.00
Total Checking/Savings	1,555,314.00	1,245,945.28	309,368.72
Accounts Receivable			
1190 · Receivable Grants	2,734,535.95	591,391.52	2,143,144.43
Total Accounts Receivable	2,734,535.95	591,391.52	2,143,144.43
Other Current Assets			
1310 · Prepaid Rent	1,575.00	1,250.00	325.00
1330 · Prepaid Insurance	11,199.66	11,024.41	175.25
1360 · Prepaid Other	8,993.59	7,195.41	1,798.18
Total Other Current Assets	21,768.25	19,469.82	2,298.43
Total Current Assets	4,311,618.20	1,856,806.62	2,454,811.58
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	92,151.29	30,183.28
1499 · Accumulated Depreciation	-107,656.96	-95,606.51	-12,050.45
Total Fixed Assets	29,050.72	10,917.89	18,132.83
TOTAL ASSETS	4,340,668.92	1,867,724.51	2,472,944.41
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	2,731,979.60	497,164.97	2,234,814.63
Total Accounts Payable	2,731,979.60	497,164.97	2,234,814.63
Credit Cards			
2155 · Accounts Payable Credit Card	4,181.46	5,300.20	-1,118.74
Total Credit Cards	4,181.46	5,300.20	-1,118.74

	Mar 31, 23	Mar 31, 22	\$ Change
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	76.50	0.00	76.50
2467 · Employee Deferred Compensa...	1,485.40	0.00	1,485.40
2468 · 401A VRS Contribution	2,993.52	0.00	2,993.52
2469 · Hybrid VRS Contribution	-56.85	0.00	-56.85
2470 · Hybrid-457	523.29	0.00	523.29
2800 · Deferred Revenue	502,780.90	446,683.72	56,097.18
Total Other Current Liabilities	507,802.76	446,683.72	61,119.04
Total Current Liabilities	3,243,963.82	949,148.89	2,294,814.93
Long Term Liabilities			
2200 · Leave Payable	41,686.09	41,531.30	154.79
Total Long Term Liabilities	41,686.09	41,531.30	154.79
Total Liabilities	3,285,649.91	990,680.19	2,294,969.72
Equity			
3000 · General Operating Fund	486,955.51	431,087.62	55,867.89
3100 · Restricted Capital Reserve	411,094.00	411,094.00	0.00
32000 · Unrestricted Net Assets	6,372.95	0.03	6,372.92
3600 · Net Investment in Fixed Assets	26,410.33	0.00	26,410.33
Net Income	124,186.22	34,862.67	89,323.55
Total Equity	1,055,019.01	877,044.32	177,974.69
TOTAL LIABILITIES & EQUITY	4,340,668.92	1,867,724.51	2,472,944.41

	Apr 30, 23	Apr 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	830,789.92	937,381.21	-106,591.29
1189 · Capital Reserve	411,094.00	411,094.00	0.00
Total Checking/Savings	1,241,883.92	1,348,475.21	-106,591.29
Accounts Receivable			
1190 · Receivable Grants	975,344.13	566,786.98	408,557.15
Total Accounts Receivable	975,344.13	566,786.98	408,557.15
Other Current Assets			
1310 · Prepaid Rent	1,350.00	1,041.67	308.33
1330 · Prepaid Insurance	13,095.10	8,638.78	4,456.32
1360 · Prepaid Other	8,214.89	6,545.48	1,669.41
Total Other Current Assets	22,659.99	16,225.93	6,434.06
Total Current Assets	2,239,888.04	1,931,488.12	308,399.92
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	92,151.29	30,183.28
1499 · Accumulated Depreciation	-108,369.95	-97,079.91	-11,290.04
Total Fixed Assets	28,337.73	9,444.49	18,893.24
TOTAL ASSETS	2,268,225.77	1,940,932.61	327,293.16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	585,161.69	523,696.04	61,465.65
Total Accounts Payable	585,161.69	523,696.04	61,465.65
Credit Cards			
2155 · Accounts Payable Credit C...	4,907.58	3,139.93	1,767.65
Total Credit Cards	4,907.58	3,139.93	1,767.65
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00

	Apr 30, 23	Apr 30, 22	\$ Change
2468 · 401A VRS Contribution	485.97	0.00	485.97
2469 · Hybrid VRS Contribution	241.05	73.14	167.91
2470 · Hybrid-457	1,569.87	174.01	1,395.86
2800 · Deferred Revenue	554,570.40	484,305.00	70,265.40
Total Other Current Liabilities	556,867.29	484,552.15	72,315.14
Total Current Liabilities	1,146,936.56	1,011,388.12	135,548.44
Long Term Liabilities			
2200 · Leave Payable	42,441.45	38,169.86	4,271.59
Total Long Term Liabilities	42,441.45	38,169.86	4,271.59
Total Liabilities	1,189,378.01	1,049,557.98	139,820.03
Equity			
3000 · General Operating Fund	486,955.51	431,087.62	55,867.89
3100 · Restricted Capital Reserve	411,094.00	411,094.00	0.00
32000 · Unrestricted Net Assets	6,372.95	0.03	6,372.92
3600 · Net Investment in Fixed Assets	25,907.27	0.00	25,907.27
Net Income	148,518.03	49,192.98	99,325.05
Total Equity	1,078,847.76	891,374.63	187,473.13
TOTAL LIABILITIES & EQUITY	2,268,225.77	1,940,932.61	327,293.16

Accrued Revenue by Grant or Contract
For Year Ending June 30, 2023

Program Code	PROGRAM CONTRACTS/GRANTS Without Pass-Thrus	TOTAL PROGRAM CONTRACT/GRANT AMOUNT	JULY 2022	AUGUST 2022	SEPTEMBER 2022	OCTOBER 2022	NOVEMBER 2022	DECEMBER 2022	JANUARY 2023	FEBRUARY 2023	MARCH 2023	APRIL FY23	YEAR TO DATE FY23	PREVIOUS YEARS	ESTIMATED BUDGET AMOUNT FOR FY24+	GRANT TO DATE	GRANT-CONTRACT REMAINING FY23	NOTES
110	State Support to PDC (DHCD)	89,971	7,499	7,499	7,499	7,499	7,499	7,499	7,499	7,499	7,499	7,499	74,991			74,991	14,980	State funding to TJPDC General
110	TJPDC Corporation	0	0	0	0	0	0	0	0	0	0	0	0			0	0	501(c)3 Non-profit Arm
110	Bank Interest	27,278	1,239	1,556	1,406	1,850	2,788	3,429	3,641	3,717	3,965	3,687	27,278			27,278	0	Investment Pool Savings Income
170/171	Rural Transportation	58,000	4,960	1,904	4,227	3,074	2,953	956	2,750	7,883	8,553	8,234	45,494			45,494	12,506	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	21,565	1,350	2,860	3,000	2,550	1,810	2,020	2,270	1,385	2,370	1,950	21,565			21,565	0	Rental Fees
277	Legislative Liaison	103,773	1,741	5,086	7,374	7,082	10,311	7,357	11,417	12,177	7,243	4,088	73,875			73,875	29,898	*Legislative Operations - Defer
278	VAPDC-ED	50,000	4,167	4,167	4,167	4,267	4,360	4,166	4,167	3,675	4,688	4,137	41,960			41,960	8,040	Contract for Admin Services
296	Member Per Capita	160,848	12,748	12,756	12,756	12,756	12,756	12,756	12,755	12,755	12,756	12,756	127,550			127,550	33,298	Local Govt Annual Contributions
303	Solid Waste	10,500	291	237	286	195	0	448	382	433	924	1,609	4,804	0	5,000	4,804	696	Contract for annual reporting
315	Stanardsville TAP	28,749	91	319	137	274	410	394	46	137	118	49	1,974	23,499	0	25,473	3,276	VDOT Streetscape Contract
907	WIP Phase III - Contract #5	58,000	4,980	6,170	6,300	4,968	6,205	6,278	0	0	0	0	34,901	23,096	0	57,997	3	Watershed Improvement Plan
907	WIP Phase III - Contract #6	58,000	0	0	0	0	0	0	5,890	3,982	7,034	4,897	21,804	0	29,000	21,804	7,196	*Watershed Improvement Plan
908	RRBC	10,500	346	665	2,403	1,353	334	519	436	526	912	2,528	10,022			10,022	478	Rivanna Commission
Program Code	PROGRAM COTRACTS/GRANTS With Pass-Thrus	0																
181	RTP-TDM - Admin	50,000	6,871	7,227	5,959	4,795	2,990	2,074	1,887	591	1,662	3,442	37,498			37,498	12,502	*Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0	0	0	0	0	0	0	0	0			0	0	Grant Match if needed
182	Regional Transit Vision Grant	34,138	693	37	250	0	0	0	0	0	0	0	980	33,158		34,138	0	Regional Transit Vision Plan - Admin
	Regional Transit Pass-Thru	315,862	0	19,325	0	0	53,383	0	0	0	0	0	72,708	243,154		315,862	0	Regional Transit Vision Plan - Consultant
184	Transit Governance Admin	37,723	899	682	828	2,338	2,274	1,895	416	0	108	742	10,181			10,181	27,542	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600	0	0	0	0	0	35,582	0	30,560	24,329	0	90,471			90,471	59,129	*Regional Transit Governance Study - Consultant
190/195/198	MPO-PL	185,838	8,533	12,974	13,422	12,590	12,443	14,826	9,900	7,701	9,543	8,838	110,770			110,770	75,068	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	30,000	0	0	0	0	0	1,073	3,913	2,373	6,635	1,658	15,651			15,651	14,350	L RTP Support
191/196/199	MPO-FTA	153,024	5,007	10,274	8,309	8,440	7,299	8,620	21,494	17,082	26,179	16,337	129,040			129,040	23,984	MPO FTA Transit Planning
	MPO - FTA Pass Thru	0	0	0	0	0	0	0	0	0	0	0	0			0	0	
193	Rideshare - Admin	166,198	11,209	10,837	10,084	10,403	7,973	10,571	10,718	9,676	11,313	12,129	104,913			104,913	61,285	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000	0	0	0	0	0	0	0	0	0	0	0			0	8,000	Potential contract for marketing plan
330	Hazard Mitigation - Admin	67,200	2,246	984	1,487	1,201	228	278	1,384	836	848	931	10,423	52,435		62,858	4,342	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0	0	0	0	0	0	0	0	0			0	0	Technical Support/Mapping (if needed)
333	EDA-CEDS - Admin	20,000	384	378	281	930	349	436	755	1,353	434	766	6,066			6,066	13,934	*EDA administration
	EDA-CEDS - Pass-Thru	80,000	0	0	0	0	0	0	0	12,000	4,000	5,600	21,600			21,600	58,400	*EDA Consultant Pass-through
726	HOME ARP - Admin	332,541	2,461	2,677	36,208	2,558	2,285	2,894	8,262	3,879	2,661	1,831	65,716	30,381	232,566	96,097	3,878	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,729	0	0	0	0	0	0	0	0	0	0	0		2,117,729	0	0	*Admin includes Consultant for Gap Analysis
727	HOME TJPDC Admin	81,745	4,577	6,880	9,124	3,263	11,383	15,626	9,851	8,489	7,640	4,912	81,745			81,745	0	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639	60,604	12,295	18,731	0	0	18,326	60,984	29,865	337,159			337,159	314,521	*HUD HOME Housing Grants Construction
728	Housing Preservation Grant - Admin	23,489	2,185	2,171	1,315	1,609	750	1,071	1,471	1,077	1,567	2,285	15,501			15,501	7,988	*USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971	26,815	8,587	0	0	10,000	9,768	1,850	17,000	120,504			120,504	12,603	*USDA Housing Repair Construction
729	Regional Housing Partnership	104,552	2,691	4,564	3,283	4,907	15,101	4,613	7,829	8,859	52,705	8,405	112,958			112,958	-8,406	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0	0	0	2,772	0	0	0	551	0	0	0	3,323			3,323	-3,323	Spark Mill - RHP Strategic Planning Consultant
732	VERP - Admin	18,750	933	1,052	1,209	499	296	1,796	236	1,015	967	1,129	9,132	7,661		16,793	1,957	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	412,500	10,217	15,813	0	55,682	34,419	90,767	4,946	4,946	0	13,819	230,609	29,004		259,613	152,887	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	200,000	2,762	3,263	2,059	2,670	2,076	957	1,224	997	665	1,844	18,517	35,048	111,619	53,565	34,816	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	0	0	60,000	0	0	0	0	0	240,000	0	300,000	302,228	748,886	602,228	448,886	*VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	125,951	7,433	43,507	4,717	9,991	7,535	8,448	7,258	6,867	6,673	6,884	109,313			109,313	16,638	Includes Administrative Fees
	Cig Tax Pass-Through	2,400,000	234,201	245,435	236,774	215,613	231,182	210,328	210,441	190,492	221,043	208,296	2,203,804			2,203,804	196,196	Pass through - direct costs
761	VATI - Admin	875,000	11,319	15,277	13,916	11,202	12,108	20,358	16,157	19,917	23,106	18,825	162,185	54,859	628,908	217,044	29,048	*VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000	0	0	0	0	0	0	3,400,931	1,983,835	1,869,248	0	7,254,014		98,500,000	7,254,014	6,745,986	*Program/Construction Pass-Through
	TOTAL - All Programs	123,883,388	479,262	504,186	548,971	415,441	472,231	478,035	3,780,877	2,394,806	2,630,221	416,972	12,121,003	955,522	102,373,708	13,076,525	8,433,155	TOTAL - All Programs
	Pass Thru Sub-totals	120,598,477	369,647	338,184	386,965	292,177	337,715	337,750	3,630,781	2,252,298	2,428,088	276,237	10,649,843	574,386	101,366,615	11,224,229	8,007,633	Pass-Thru Subtotal

*Indicates unspent funds can 'roll-over' in FY24

\$128,748 12 month average - Operating Expenses
\$139,651 3 month average - Operating Expenses
\$116,403 last month - Operating Expenses

Total Grant Funds Remaining	\$	8,433,155
Pass-through funds	\$	8,007,633
TJPDC Available Funds	\$	425,522
Average Funds Available per Month	\$	212,761



Thomas Jefferson Planning District Commission
PO box 1505, 401 East Water Street, Charlottesville, VA 22902
434-979-7310 --- info@tjpd.org

RESOLUTION OF INTERGOVERNMENTAL REVIEW AND PROJECT SUPPORT FOR HOUSING PRESERVATION GRANT

WHEREAS, the Thomas Jefferson Planning District Commission, in cooperation with the City of Charlottesville and Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson, resolves to apply for a Housing Preservation Grant from the Rural Housing Services of the U.S. Department of Agriculture, authorized by Section 533 of the Housing Act of 1949, as amended by Section 522 of Title V of the Housing Urban-Rural Recovery Act of 1983 (Pub. L. 98-181); and

WHEREAS, the Thomas Jefferson Planning District Commission has met the pre-application requirements §1944.674 of Housing Preservation Grants; and

WHEREAS, the Thomas Jefferson Planning District Commission is eligible to submit application for such grants through the Rural Housing Services, as stated in Policies and Procedures Instruction Manual (HPG) Part 1944, Subpart N; and

WHEREAS, United States Executive Order 12372 of July 14, 1982 requires federal agencies to provide opportunities for consultation with state and local governments directly affected by federal financial assistance; and

WHEREAS, Executive Order 12372 is more commonly known as Intergovernmental Reviews (IGR's) and the TJPD is the designated regional entity for Virginia Region Ten; and

WHEREAS, the TJPD has notified all required state and local agencies of this intent to apply for their comments and concerns prior to final execution of a funding agreement; and

NOW, THEREFORE, BE IT RESOLVED that the Thomas Jefferson Planning District Commission endorses the Application to Rural Development for HPG funds, in the total amount of \$212,435;

AND IS SO RESOLVED that the Intergovernmental Review of providing notice to state, regional and local governmental agencies have now occurred; and

BE IT FURTHER RESOLVED by the Thomas Jefferson Planning District Commission that Christine Jacobs, Executive Director of the TJPD, is authorized to submit the above-mentioned project to the Rural Housing Services for funding and to sign all approvals, contracts, certifications, and amendments pertaining to the application, award, and implementation of this funding.

Adopted by the Thomas Jefferson Planning District Commission at a meeting of the Commission on June 1, 2023, in the City of Charlottesville, Virginia, a quorum being present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date



Intergovernmental Review Item

FFY23: Intergovernmental Review: TJPDC Application for Housing Preservation Grant.

TJPDC is applying for Housing Preservation Grant (HPG) federal funding for FFY23.

The allocation for the state of Virginia is \$424,871. Applications are limited to half that amount, or \$212,435. TJPDC has served as the grantee for the regional Housing Preservation Grant program for the past seven years, succeeding Piedmont Housing Alliance (PHA), who served as the grant recipient and administrator for the region for several years.

TJPDC will continue to subcontract with local housing non-profit organizations (AHIP, FLHF, Skyline CAP, and NCCDF) to carry out individual modification projects in their respective counties. If awarded, the grant will provide funding for emergency repairs, rehabilitation, and home safety modifications for very low-income rural homeowners in Albemarle, Fluvanna, Greene, Louisa, and Nelson counties. A draft statement of activities was made available for review and published in the Daily Progress on May 16, 2023.

TJPDC Contact:

Name: Laurie Jean Talun

Phone: 434-422-4080

Email: ljtalun@tjpd.org

Address: PO Box 1505, Charlottesville, VA 22902

Date IGR Received: May 11, 2023

Date IGR Presented to TJPDC Commission: June 1, 2023

Date of Comment Period Opened: May 16, 2023

Public Comment Period Ends: May 30, 2023

Attested to:

A handwritten signature in black ink, appearing to read "Christine Jacobs", written over a horizontal line.

Christine Jacobs

TJPDC Executive Director

5/11/2023

Date



Thomas Jefferson Planning District Commission
POB 1505, 401 E. Water Street, Charlottesville, VA 22902 www.tjpd.org
(434) 979-7310 phone • info@tjpd.org email

**RESOLUTION
ELECTION OF OFFICERS FOR FISCAL YEAR 2024**

WHEREAS, Article VI of the Bylaws of the Thomas Jefferson Planning District Commission state that the Commission shall elect the Officers of Chair, Vice-Chair, Treasurer, and Secretary at its annual meeting held in June of each year; and

WHEREAS, the terms of Officers are for a period of one year commencing at the end of the annual meeting and terminating at the next annual meeting, or until their successors are subsequently elected; and,

WHEREAS, the Chair and Vice-Chair may succeed themselves in office for no more than one additional term; and

WHEREAS, the Chair and Vice-Chair shall not be representatives of the same government subdivision nor shall they be elected officers of the governmental subdivision whose respective terms expire simultaneously; and

WHEREAS, the Bylaws define the responsibilities of the officers; and,

WHEREAS, Notice was provided to all Commission members of the Selection Committee's recommended slate of officers on May 4, 2023; and

WHEREAS, the Secretary and Treasurer need not be members of the Commission, and may succeed themselves in office; and

NOW, THEREFORE, BE IT RESOLVED that the following board directors are elected to serve as officers of the Commission for Fiscal Year 2023 or until their successors are duly elected and qualified:

<u>Name</u>	<u>Office</u>
Ned Gallaway (Albemarle County)	Chair
Tony O'Brien (Fluvanna County)	Vice-Chair
Keith Smith (Fluvanna County)	Treasurer
Christine Jacobs (Staff)	Secretary

Certification:

I certify that the foregoing vote for officers was duly adopted by the Thomas Jefferson Planning District Commission at a properly noticed open meeting held on the 1st day of June, 2023 at which a quorum was present.

Christine Jacobs, Executive Director
Thomas Jefferson Planning District Commission

Ned Gallaway, Commission Chair
Thomas Jefferson Planning District Commission

Date

Date

MEMORANDUM

To: TJPDC Commissioners
From: Christine Jacobs, Executive Director
Date: June 1, 2023
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since May 4, 2023.

Administration

- June 1, 2023, Meeting Agenda

1. Call to Order

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

2. Matters from the Public

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

3. Presentations

- a. Housing Preservation Grant (HPG) – Laure Jean Talun
The TJPDC is required to conduct an annual Intergovernmental Review (IGR) considering the regional applicability and benefit of a rural housing program by the US Department of Agriculture (USDA) administered by the TJPDC. Staff will apply for \$212,435 (with a 50% match committed by subrecipients). The budget includes 15% administrative fees for the TJPDC and 3% administrative fees for the subrecipient (*new this year*). Included in the meeting packet is a copy of staff's presentation, a copy of the IGR and a Resolution of Support to be considered later in the meeting.
- b. Comprehensive Economic Development Strategy (CEDS) – Ruth Emerick, Alex Tranmer and Darrell Booker, Camoin Associates – The TJPDC was awarded an \$80,000 grant (with \$20,000 local match) from the US Economic Development Administration to complete a Comprehensive Economic Development Strategy (CEDS) for Region 10. Camoin is also preparing a CEDS plan for Rappahannock-Rapidan Regional Commission (Planning District 9) and will develop super-regional strategies covering both Region 9 and 10. Camoin Associates were procured to complete the plan and will conduct a work session with the Commission, to include a presentation and discussion. Included in the meeting packet is a copy of Camoin's presentation slides.

4. *Consent Agenda

- a. *Minutes of the May 4, 2023, Commission Meeting
- b. *May 4, 2023, Closed Session Certification Form
- c. *March and April Financial Reports – Copies of all financial reports are included in the meeting packet.
 - April Dashboard Report
 - March and April Consolidated Profit & Loss Statement
 - March and April Comparative Balance Sheet
 - April Accrued Revenue Report

Note: Due to the financial staff transition, Hantzmon Wiebel, LLC and the new Finance Director have been conducting a ‘deep dive’ analysis to review and reconcile the agency’s general ledger and financial reporting (to include staff leave accruals, accounts receivable, prepaid expenses, etc.). To date, deferred revenue, accounts payable, and accounts receivable have not been fully reconciled and as such, there may be amendments in June to account for any necessary edits/changes presented tonight.

***Staff recommends a motion to approve the consent agenda.**

5. New Business

- a. None

6. Resolutions

- a. Inter-Governmental Review and Resolution of Support for the Housing Preservation Grant – Christine Jacobs

***Staff recommends a motion to adopt the resolution of Intergovernmental Review and Project Support for the USDA Housing Preservation Grant.**

- b. Resolution to Elect Officers for Fiscal Year 2024 – Ned Gallaway

***Staff recommends a resolution to elect the following TJPDC officers for Fiscal Year 2024: Ned Gallaway, Chair (Albemarle County), Tony O’Brien, Vice-Chair (Fluvanna County), Keith Smith, Treasurer (Fluvanna County), and Christine Jacobs, Treasurer (Staff).**

7. Executive Director’s Monthly Report

- a. Virginia Telecommunications Initiative (VATI) –
 - 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 May 2023 are as follows:

- 387 miles of field data collection.
- 1,617 miles of fiber design.
- 512 miles of make ready construction.
- 1 communication hut set.
- 175 miles of aerial fiber placement.
- 168 miles of underground fiber placement.
- 157 miles of splicing.
- 990 passings.

Each month, TJPDC staff conduct site visits to observe work underway throughout the project area. On May 18, 2023, TJPDC staff conducted a site visit at the CVEC headquarters, during which they had the opportunity to attend a presentation and tour Firefly's supply yard. The presentation focused on various aspects of the project, including design, and mapping processes, as well as the tasks that need to be accomplished before fiber construction begins.

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.

- VATI 2023: DHCD received 35 applications seeking more than \$300 million for only \$59.5 million in available VATI 2023 funding. While our application was strong, TJPDC was informed on May 11 that our proposal will not be funded this round. The VATI 2024 program guidelines, which will be supplemented by Federal Broadband Equity, Access, and Deployment (BEAD) program funds, are anticipated to be rolled out by DHCD within the next couple of months.

b. Housing –

- Regional Housing Partnership (RHP) – Staff continues to work with Virginia Housing Alliance to recruit an AmeriCorps VISTA member to support the RHP's strategic plan implementation. The RHP will hold a special session in July. The partnership, along with invited guests will engage in a moderated discussion on Albemarle County's affordable housing developer incentives package.
- Housing Preservation Grant (HPG) – Following Commission review, staff will submit an application to USDA for annual HPG funding to continue housing rehabilitation through subrecipients in our rural communities.
- HOME-ARP – Staff continue to contract with subrecipients for HOME-ARP funding. Most recently, an agreement was executed with the Blue Ridge Area Coalition for the Homeless to provide McKinney Vento services to people who are at risk of homelessness. Other sub-recipients include the Fluvanna Louisa Housing Foundation, the Nelson County Community Development Foundation, and Social Services in Greene County. The City of Charlottesville will release a Notice of Funding Opportunity in the coming weeks to identify a subrecipient.

c. Transportation –

- Transit: Mobility Management – Staff is pleased to share that the draft Six Year Improvement Plan (SYIP) that will go before the Commonwealth Transportation Board (CTB) recommends funding in the amount of \$119,370 (we applied for \$129,308) to launch a regional Mobility Management Program. The required local match will come from local per capita funds, as detailed in the FY24 budget. Staff released a Request for Proposals and are meeting with prospective partners in the next few weeks. Staff are also beginning to meet with agencies who are interested in receiving mobility management services (such as through a supported volunteer driver program).
- Transit: Regional Transit Governance Study – The Governance study is in phase III of V. The consultant team is currently working on identifying potential revenue sources to support transit in the area. Staff are scheduling meetings in each jurisdiction to discuss transit needs and local goals and questions about the project.
- Transit: RTP staff is participating in the Charlottesville Area Alliance’s AARP project which is still in the scoping phase. Staff is also working with the Blue Ridge Heath District on the CHIP plan to improve transportation for health, improve bus stops, and investigate the formation of a transit advisory committee. The April RTP meeting included an annual update by CAT. The May meeting included presentations from local transit providers on their alternative fuels studies as well as presentations by VDOT and DRPT on their Alternative Fuels/EV Infrastructure plans and upcoming grant opportunities. Finally, staff continues to present to interested groups on the Regional Transit Vision Plan.
- USDOT Safe Streets and Roads for All (SS4A): Staff completed meetings with all six jurisdictions and finalized the scope of work for the consultant Request for Proposals to support the work. The RFP was released May 26th. Proposals will be due back on June 30th and selections are expected to be made by early August.
- CAM-PO: Staff will begin public engagement on the Long-Range Transportation Plan in mid-June. Staff are working to identify public intercept opportunities and get the word out about both a virtual and in-person open house opportunity. The MPO Policy Board approved the FY24 Unified Planning Work Program at their last meeting.
- Rural Transportation: Staff completed the bike/ped prioritization framework for rural communities to identify priority bike/ped infrastructure. Those resources have been provided to the rural areas. Staff is also working with Nelson County to support two Transportation Alternatives Program (TAP) grant applications – one for an additional phase of funding for the historic Gladstone Depot relocation and restoration project, and then one to re-submit an application for sidewalk improvements along Front Street in Lovingson.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. **The next Commission meeting is a special session on Thursday, June 22, 2023.** Items for the June meeting may include but are not limited to:

- i. 2023-2026 TJPDC Strategic Plan Work Session

9. *Adjourn

Designates Items to be Voted On
