

AGENDA

Join Zoom Meeting

<https://us02web.zoom.us/j/85991722144?pwd=bHprbXRySGFRdUIGdIhoUXZvR3hnZz09>

Meeting ID: 834859 9172 2144

Passcode: 330888

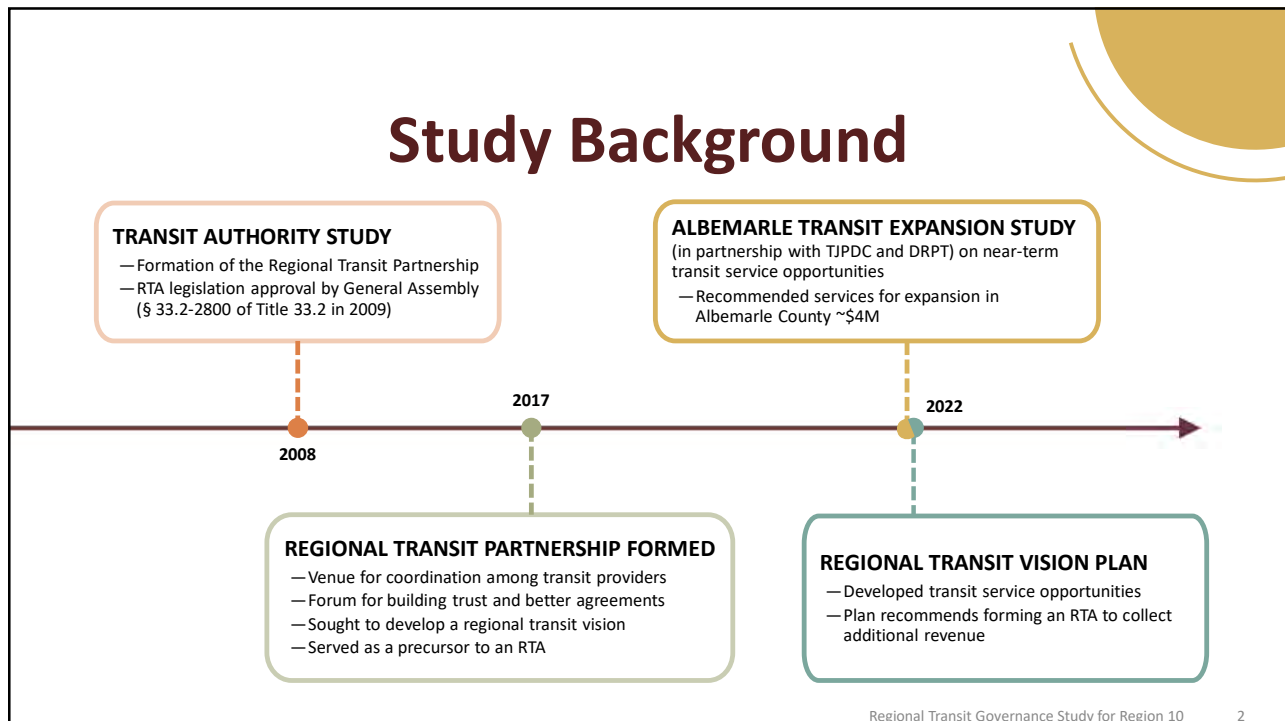
By call-in 1(301) 715-8592#

- | | |
|---|-------------|
| 1. Call to Order | 7:00 – 7:00 |
| 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 – 7:10 |
| 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. Presentations | |
| a. Staff Introductions – Christine Jacobs | 7:10 – 7:40 |
| i. Laurie Jean Talun, Housing and Community Development Grants Manager | |
| ii. Gorjan Gjorgjievski, VATI Program Administrative Assistant | |
| b. Regional Transit Governance Study | |
| c. DRPT Grant 5310 – Mobility Management – Lucinda Shannon | |
| d. 2023 General Assembly Preview – David Blount | |
| 4. * Consent Agenda | 7:40 – 7:45 |
| Action Items: | |
| a. * Minutes of November 3, 2022 Meeting | |
| b. *Monthly Financial Reports | |
| i. October Dashboard Report | |
| ii. October Profit & Loss Statement | |
| iii. October Balance Sheet | |
| iv. October Accrued Revenues Report | |
| 5. New Business | 7:45 – 8:00 |
| a. 2023 Calendar Year Meeting Schedule | |
| 6. * Resolutions | 8:00 – 8:00 |
| a. None | |
| 7. Executive Director’s Report | 8:00 – 8:10 |
| a. Monthly Report | |
| 8. Other Business | 8:10 – 8:45 |
| a. Roundtable Discussion by Jurisdiction | |
| b. Next Meeting – February 2, 2022 (<i>No January Meeting</i>) | |
| Items for Next Meeting: | |
| i. <i>Public Hearing</i> – HOME ARP | |
| ii. New Commissioner Member Orientation | |
| iii. FY24 Ridesahre Work Program, Grant Application Presentation | |
| iv. FY23 TJPDC Amended Budget Draft | |
| v. Quarter Two (Oct-Dec) Financial Report | |
| vi. VATI Presentation/Update | |
| *ADJOURN | 8:45 |
| *Designates Items to be Voted On* | |





1



2

Study Goal

To identify strategies for achieving regional transit priorities and goals identified in the Regional Transit Vision Plan

Governance options for a regional authority

Increase transportation investments and outcomes

Regional Transit Governance Study for Region 10 3

3

Service Visions reflecting Vision Statement, Goals and Objectives

Two Vision Networks tested for transportation benefits:

Constrained Network


- Assumes regional funding sources similar to the Central Virginia Transportation Authority
- Most regional funding goes to transit
- Assumes about \$26 million in regional funding for transit:
 - New regional dollars replace some local funding for transit
 - \$9.5 million from Federal and State funding
 - Total \$35.5 million budget (in current dollars) per year
 - Pre-pandemic budgets were about \$19.5 million per year across CAT and Jaunt

Unconstrained Network

- Shaped by regional land use, climate, and equity goals
- No defined limit on the funding for this vision concept
- Total estimated annual operating cost would be about \$70 million per year
- Additional capital investments required (Bus Rapid Transit, multimodal station and operating facilities, vehicles, other)

4

4

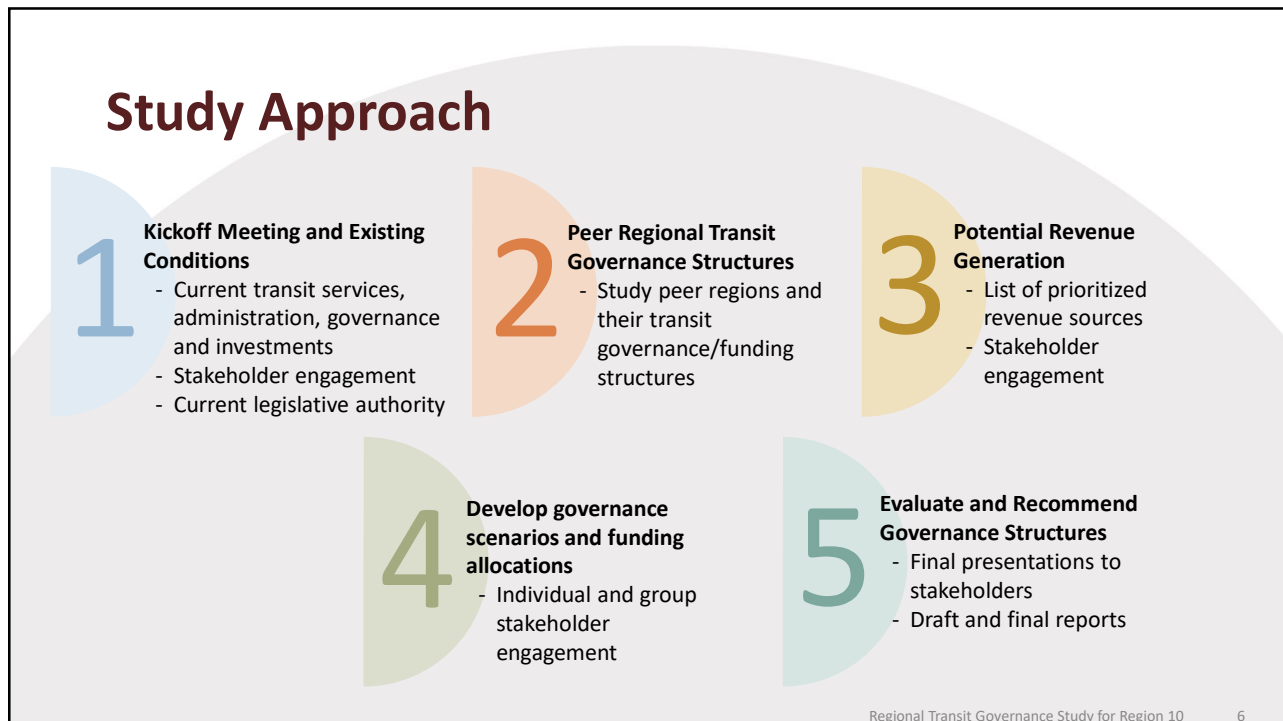


Study Questions

- **What are the appropriate governance structures** to provide the confidence needed for adequate, dedicated regional transit funding ?
- **What are the pros and cons** of adopting the identified alternative governance structures?
 - How will the structure support regional coordination and planning around transit operations?
 - How will the structure increase transit investments for the region?
- **How can rural localities participate** in the governance structure?
- **What are the most likely sources of funding** for the region? (candidate funding sources)
 - What would be the permitted uses? (multimodal use or dedicated transit funding)
 - How would the funds be allocated?

Regional Transit Governance Study for Region 10 5

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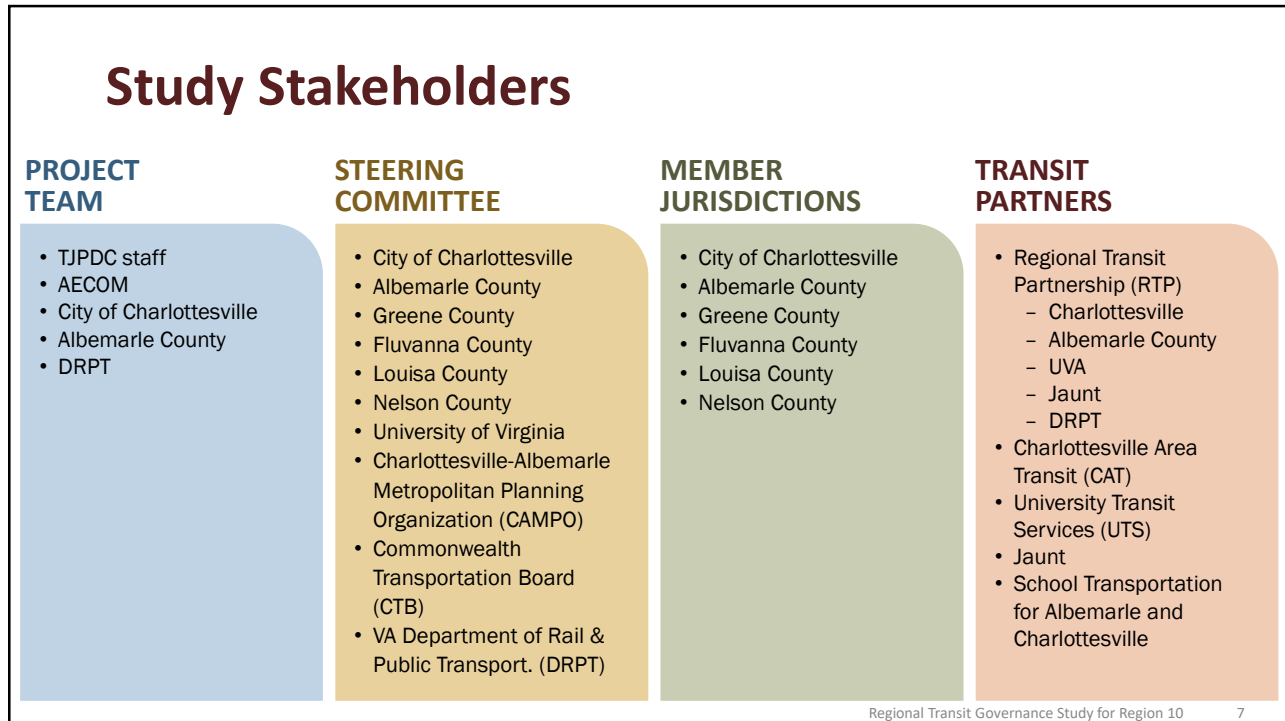


Study Approach

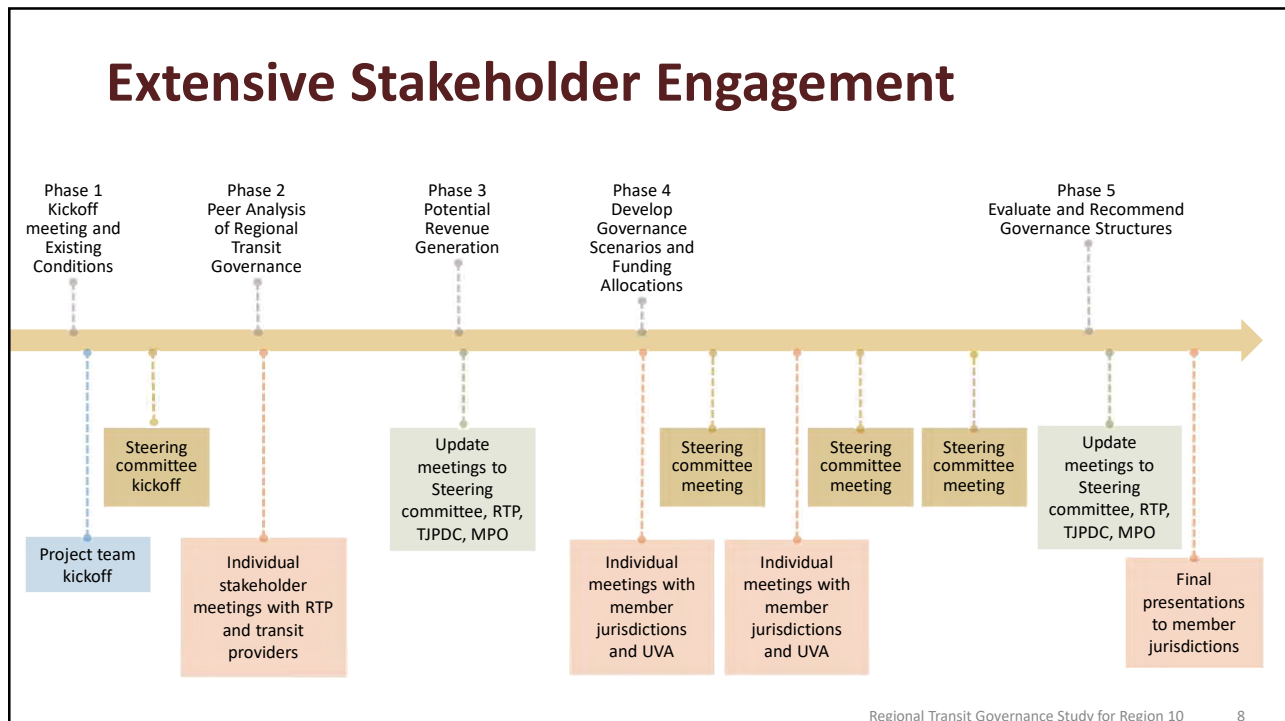
- 1 Kickoff Meeting and Existing Conditions**
 - Current transit services, administration, governance and investments
 - Stakeholder engagement
 - Current legislative authority
- 2 Peer Regional Transit Governance Structures**
 - Study peer regions and their transit governance/funding structures
- 3 Potential Revenue Generation**
 - List of prioritized revenue sources
 - Stakeholder engagement
- 4 Develop governance scenarios and funding allocations**
 - Individual and group stakeholder engagement
- 5 Evaluate and Recommend Governance Structures**
 - Final presentations to stakeholders
 - Draft and final reports

Regional Transit Governance Study for Region 10 6

6



7



8

Study Schedule

Phase	Description	Month	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
0	Kickoff Meeting and Project Management		★	●													
1	Existing Conditions				●												
2	Peer Regional Transit Governance Structures					●		●									
3	Potential Revenue Generation								●								
4	Develop Governance Scenarios and Funding Allocation										●		●	●		●	●
5	Evaluate and Recommend Governance Structures																●

- Progress of Task
- ★ Kickoff Meeting
- Principal Deliverable Submission
- Steering Committee/Update Stakeholder Meeting
- Individual stakeholder meetings
- Monthly Internal Project Coordination

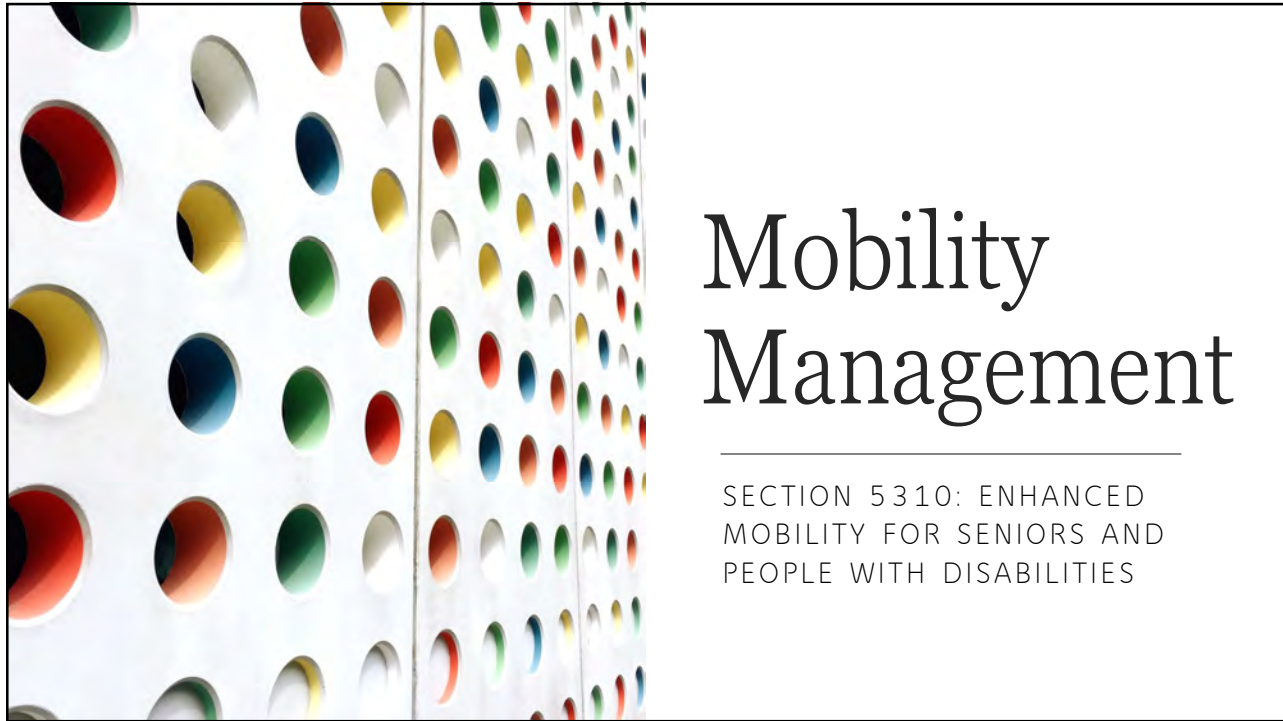
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Forming Consensus

- What are the most likely sources of funding for the region? (candidate funding sources)
- What would be the permitted uses? (multimodal use or dedicated transit funding)
- How would the funds be allocated?

10





Mobility Management

SECTION 5310: ENHANCED MOBILITY FOR SENIORS AND PEOPLE WITH DISABILITIES

1

Virginia Department of Rail and Public Transportation (DRPT) manages the FTA Section 5310 program

SUPPORTS CAPITAL.

OPERATING COSTS
of transportation services and transportation alternatives beyond those required by the Americans with Disabilities Act of 1990.

MOBILITY MANAGEMENT

2

What is Mobility Management?

The purpose of the FTA Section 5310 program is to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. The program requires coordination with other transportation programs and services in order to make the most efficient use of federal resources.

3

There are three goal areas of the FTA Section 5310 program, and each applicant must demonstrate how their project attains at least one of these three:



INCREASE PUBLIC TRANSIT
PROJECTS THAT EXCEED
ADA REQUIREMENTS (42
U.S.C. 12101 ET SEQ.)



IMPROVE ACCESS TO
FIXED-ROUTE SERVICES
AND DECREASE RELIANCE
ON PARATRANSIT



BUILD ALTERNATIVES TO
PUBLIC TRANSIT THAT
ASSIST SENIORS AND
INDIVIDUAL WITH
DISABILITIES WITH
TRANSPORTATION

4

Coordinated Human Service Mobility (CHSM) Plan

(CHSM) Plan identifies the transportation needs of individuals with disabilities, seniors, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services and projects for funding and implementation.

(<http://www.drpt.virginia.gov/transit/coordinated-human-services-mobility-plan/>)

5

Mobility management activities may include:

1. Integration and coordination of services for individuals with disabilities, seniors, and low-income individuals
2. operation of transportation brokerages to coordinate providers, funding agencies, and passengers
3. The provision of coordination services, including customer-oriented travel navigator systems such as coordinating individualized travel training and trip planning activities for customers
4. The development and operation of one-stop call centers or websites to coordinate transportation information on all travel modes and manage arrangements for customers among supporting programs
5. Operational planning for the implementation of intelligent transportation technologies to help plan and operate coordinated systems inclusive of geographic information systems (GIS) mapping, global positioning system technology, coordinated vehicle scheduling, dispatching and monitoring technologies, technologies to track costs and billing in a coordinated system, and single smart customer payment systems

6

Foothills Area Mobility System

The FAMS Call Center provides free, person-centered information and referral on all available public, private and volunteer transportation, in addition to free travel training, trip planning, gas card vouchers and taxi vouchers. FAMS has also coordinated with various local volunteer transportation programs within the Rappahannock-Rapidan region to streamline the volunteer driver application process, enhancing efficiency and collaboration of locally-run programs.



Initiated in 2009 by the Rappahannock-Rapidan Regional Commission and Rappahannock-Rapidan Community Services

7

FAMS's goals and strategies to address mobility issues



INFORMATION
AND
EDUCATION ON
MOBILITY
OPTIONS



ENHANCED
REGIONAL
MOBILITY
COORDINATION



EXPANDED USE
AND
COORDINATION OF
VOLUNTEER
TRANSPORTATION
SERVICES

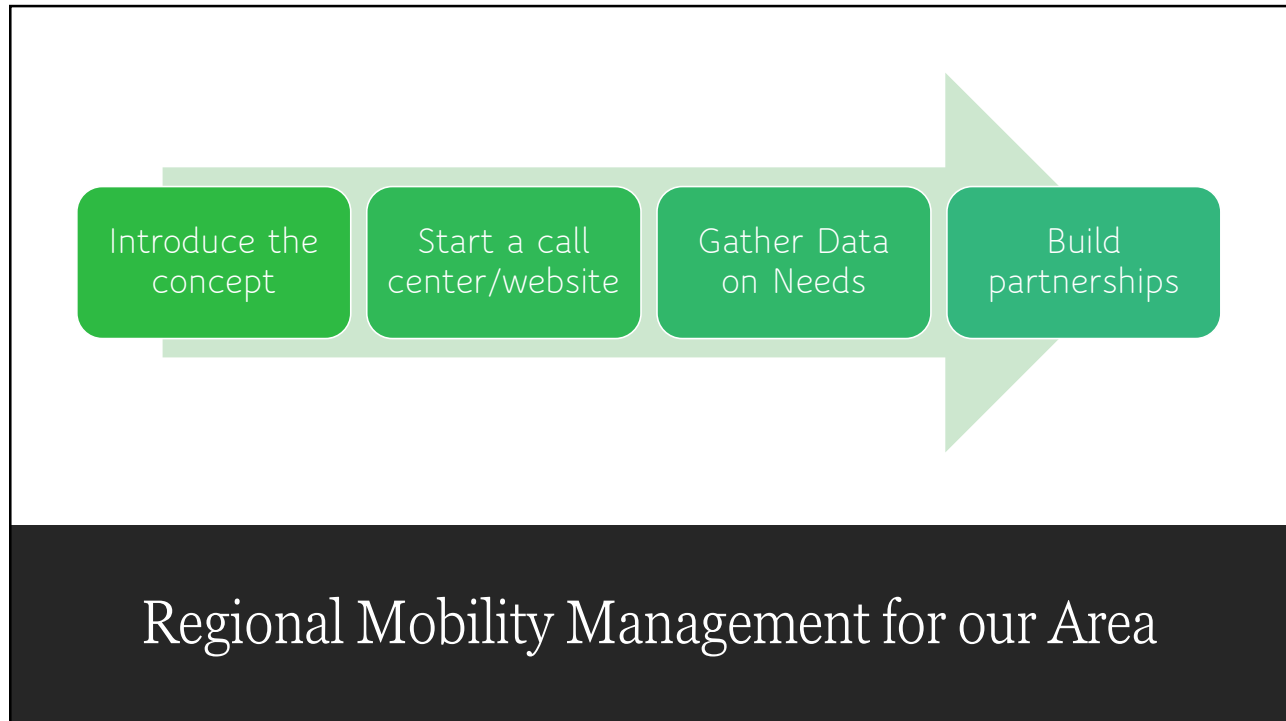


EXPANDED
INTER-COUNTY
AND INTER-
REGIONAL
TRANSIT
ROUTES




SUPPORT FOR
EXISTING
TRANSIT
PROVIDERS

8



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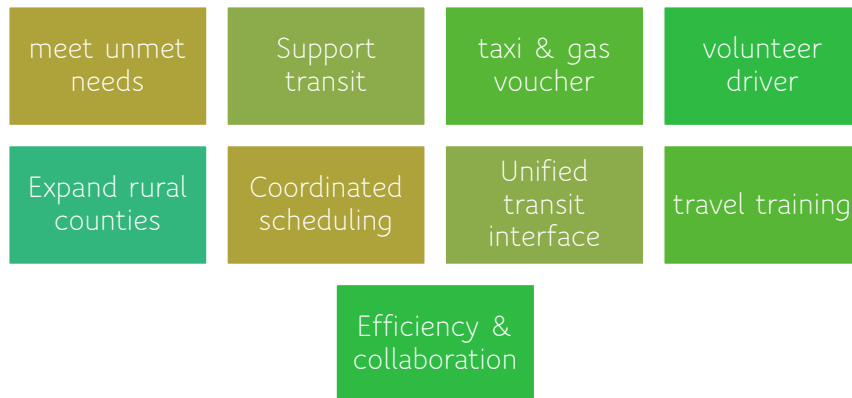
Start up Steps



- 4% local match
- First-year budget of \$150,000
- Half of Lucinda Shannon's time towards program start up and management in FY24
- Develop a website and promotional materials
- Hiring one fulltime staff person for the second half the year to provide referral services
- Develop relationships and coordination methods (transit *and* human services)
- Gather data on progress towards goals and unmet needs

10

Continue to grow...



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Questions? And comments

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2023 General Assembly Preview

December 2022



1

2023 GA Preview—Timeline

- Governor’s FY23/24 budget presentation—December 15
- General Assembly convenes—January 11
- Crossover Day—February 7
- Adjournment—February 25
- Typically 2,000 bills during a “short” session



2

2023 GA Preview—Current State Budget

- Chapter 2 in effect 6/22/22
- GF: \$31.7 billion in FY23 and \$28 billion in FY24
- \$3.8 billion over the biennium in tax relief (standard deduction, rebates, grocery tax, EITC, military)
- Agency budget requests being considered by Administration for possible inclusion in governor's proposed budget amendments



3

2023 GA Preview—Budget Items?

- \$2.8 - \$2.9 billion in additional revenues possible for FY23/24 above budgeted amounts
- Demand for new mandatory and high priority spending also is down from previous years
- Money likely to be available for additional tax relief
- Sweetening pay hikes/bonuses for state employees, state-supported locals and SOQ-recognized school employees in FY24 (1% = \$110 million+)
- Focus likely to be on one-time expenditures to address deferred needs and not overcommitting in future years



4

2023 GA Preview—Possible Legislation

- Tax Policy: Money will be available to provide additional relief: Local option sales tax, additional state income tax relief, corporate tax changes?
- Affordable Housing: Governor’s “Make Virginia Home” plan to propose “guard rails” for zoning/local review processes and reform of land use and zoning laws; also stormwater regulations?
- Short Term Rentals: Legislation possible to restrict local authority to regulate through local ordinances



5

2023 GA Preview—Local/Regional

- TJPD Legislative Program approved by local governing bodies (one more to go)
- Local legislative/budget initiatives being requested by several member localities
- Look for TJPD Legislative Newsletters every week or so during the session; special updates or calls to action necessary.



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2023 GA Preview—Lay of the Land

- House is 52-47 GOP; Senate is 21-18 Dems
- Election year: All 140 House and Senate seats up for grabs in new districts; could see huge turnover in membership
- Mood factors/House/Senate relationships
- Headlines: Tax relief, abortion restrictions, K-12 education, emission standards, gun violence, etc.



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2023 GA Preview—Resources

- Legislative Information System (<https://lis.virginia.gov/>)
- State Budget Page (<https://budget.lis.virginia.gov/>)
- TJPDC Legislative Page (<https://tjpd.org/our-work/legislative-liaison/>)

dblount@tjpd.org



8

THOMAS JEFFERSON PLANNING DISTRICT COMMISSION (TJPDC)
 Minutes, November 3, 2022

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/Legislative Director	x	
Liz Russell	x		Don Reed, Finance Director		
Albemarle County			Ruth Emerick, Chief Operating Officer		
Ned Gallaway, Chair	x		Sandy Shackelford, Planning/Transportation Director		
Jim Andrews	x		Ian Baxter, Planner II	x	
Fluvanna County			Lucinda Shannon, Senior Regional Planner	x	
Tony O'Brien, Vice Chair	x		Sara Pennington, TDM/Rideshare Program Manager		
Keith Smith, Treasurer	x		Gretchen Thomas, Administrative Assistant		
Greene County			Isabella O'Brien, Planner I		
Dale Herring	x		Ryan Mickles, Planner III		
Andrea Wilkinson			Lori Allshouse, Program Director - VATI	x	
Louisa County			Brandon Boccher, PT Housing Grant Administrator		
Rachel Jones	x		GUESTS/PUBLIC PRESENT		
Tommy Barlow			David Foley	x	
Nelson County			Lawrence Alpern	x	
Jesse Rutherford	x		David Eames	x	
Ernie Reed	x		Robert Babyok	x	
			Sean Tubbs		x

1. CALL TO ORDER:

The Thomas Jefferson Planning District Commission (TJPDC) Commission Chair, Ned Gallaway, presided and called the meeting to order at 7:02 pm. Sandy Shackelford took attendance by round table introductions and certified that a quorum was present.

2. MATTERS FROM THE PUBLIC:

a. Comments by the Public:



Lawrence Alpern was present to express concern about the bowtie transportation improvement proposed in the final transportation system recommendations prepared for the Zion Crossroads areas. He is concerned that the bowtie will cause more congestion and lead to new safety issues than is reflected in the analysis. He is concerned that large trucks will have difficulty navigating through the roundabouts and that it will cause significant traffic back-ups.

David Eames was also present to express concerns about the bowtie. He is concerned about the lack of rigorous analysis of alternatives and believes that additional configurations should be considered including a three-lane roundabout.

Robert Babyok was also present to express concerns about the bowtie configuration. Mr. Babyok stated that the study was incomplete and relied on faulty data that included safety data from the time that the diverging diamond interchange was under construction. One of his concerns is that the configuration relies on two lanes of traffic entering a single lane roundabout.

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

3. PRESENTATIONS:

a. FY22 Annual Financial Audit Report

David Foley, CPA with Robinson, Farmer, Cox Associates reviewed the FY22 Annual Financial Report and Audit with the Commission. Mr. Foley explained that the audit includes a review of the financial statements, internal controls that the Commission has over its accounting, and federal compliance. Robinson, Fox, Cox Associates determined the audit was clean in all areas with no material findings.

Motion/Action: On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously accepted the FY22 Annual Financial Audit as presented.

b. VATI Quarterly Presentation/Update

Lori Allshouse, VATI Program Director, informed the Commission of the most recent activities underway as part of the project. This included the execution of all agreement with DHCD, Firefly, and partner counties; the development of a project webpages; and completed field work. Ms. Allshouse informed the Commission that the TJPDC submitted a 2023 VATI grant application to cover eligible unserved areas from the 2022 grant request in Albemarle, Cumberland, Greene, and Madison Counties.

c. Zion Crossroads Gateway Plan

Sandy Shackelford, Planning and Transportation Director, reviewed the gateway plan that the TJPDC developed in collaboration with VDOT, Louisa County, and Fluvanna County. Ms. Shackelford reviewed recommendations for developing a unified sense of place for Zion Crossroads between the

two localities and provided an overview of the transportation improvement recommendations that were developed in a parallel study that was completed by consultant procured by the Virginia Department of Transportation.

d. Regional Transit Vision Plan

Lucinda Shannon, Senior Regional Planner, reviewed the recommendations developed through the Regional Transit Vision Plan that is almost complete. Ms. Shannon reviewed the extensive public engagement that occurred as part of the plan development, and reviewed the constrained and unconstrained visions. She also explained that the visions were based on assumptions around future funding resources that could be dedicated. She noted that the next step would be to conduct a Governance Study to identify potential revenue sources, determine a governing structure, and evaluate the overall feasibility of moving forward towards implementation.

4. CONSENT AGENDA: Action Items

a. Minutes of October 6, 2022 Meeting

Motion/Action: On a motion by Jesse Rutherford, seconded by Jim Andrews, the Commission unanimously approved the meeting minutes as presented.

5. NEW BUSINESS:

a. TJPDC Quarterly Activities Report

David Blount reviewed the revised TJPDC Quarterly Activities Report format. He explained that the report was intended to be more visually pleasing and easier to read and would include a brief explanation of the programs the TJPDC administers in addition to specific quarterly updates.

b. FOIA Letter

David Blount reviewed a draft letter from the Commission to Delegate Bennett-Parker requesting additional flexibility for local governments to allow public meetings to be conducted electronically. There was general consensus from the Commission to submit the letter as presented.

c. Quarter One Financial Reports

Christine Jacobs reviewed the FY23 first quarter financials including the unrestricted cash on hand and the incurred expenses to-date compared to overall anticipated program income.

Motion/Action: On a motion by Keith Smith, seconded by Tony O'Brien, the Commission unanimously approved the quarterly financial reports as presented.

d. Regional Housing Partnership Appointment

Motion/Action: On a motion by Keith Smith, seconded by Jim Andrews, the Commission unanimously appointed Kenny Allison as the Workforce Investment Board representative to the Regional Housing Partnership.

6. RESOLUTIONS:

None

7. EXECUTIVE DIRECTOR'S REPORT:

Monthly Report: Christine Jacobs informed the Commission that the Housing and Community Development Grants Manager position had been filled, that the PDC is making progress in hiring a VATI program administrative assistant and is still working on hiring a transportation planner. The TJPDC has reviewed its benefits package, and in an effort to be more competitive, has determined that it will start offering VRS retirement for employees when they begin working instead of waiting until their six-month probationary period is up. She also let the Commission know that staff will be decorating gingerbread houses and that the Commission members will be asked to vote on their favorite houses at their December meeting.

Three Regional Housing Partnership committees have started to meet to implement the recommended activities identified in the Strategic Plan (Executive, Data, and Communications Committees). Delegate Sally Hudson will attend the December quarterly meeting in an effort to engage elected officials on local/regional/state housing initiatives. Planning continues for the Regional Housing Summit scheduled for March 24th at the Omni Charlottesville. Staff continues its work to draft the required Annual Action Plan to access HOME-ARP funding and is currently meeting with all member jurisdictions to identify priorities for local allotments. The TJPDC has also received notice from USDA that we were awarded the full \$215,000 Housing Preservation Grant amount requested.

As part of the Safe Streets for All grant application, staff secured support from VDOT through its Highway Safety Improvement Program to conduct a crash analysis in all six jurisdictions; this work will be conducted regardless of whether the grant is awarded and will begin in early 2023. Staff has begun work on the MPO's Long Range Transportation Plan, now named Moving Toward 2050, and continues to work with the Office of Intermodal Planning and Investment to develop a project prioritization process. The TJPDC assisted Nelson County with a Growth & Accessibility Planning Grant application to conduct a small area plan in Nellysford with the intention of designating it as an Urban Development Area.

The TJPDC is exploring a Mobility Management grant application through DRPT to develop a one-call center to support seniors and individuals with disabilities with accessing appropriate transit and transportation options. Staff has also developed a required Title VI plan for the MPO and the

TJPDC. The plan was approved by VDOT and will be presented at the Commission meeting in December. TJPDC staff met with Darrell Byers, the new recently appointed member of the Commonwealth Transportation Board representing the Culpeper District, to introduce ourselves and share some of the priority transportation initiatives in the region. Staff is preparing a grant application for a Commuter Assistance Program (CAP) Strategic Plan to develop a required five-year strategic plan for the RideShare program; the grant requires a 50/50 state/local share, but the TJPDC will not be seeking additional funding from member governments to support the local match. Staff has conducted an initial review of RFPs to hire the consultants to prepare a Comprehensive Economic Development Plan for Region 10 and Region 9; eight proposals were received and scored by a selection committee, and staff will conduct interviews with the top three consultants.

8. OTHER BUSINESS:

- a. Roundtable Discussion by Jurisdiction:** Each Commissioner was invited to share updates from their jurisdiction.

- b. Items for Next Meeting – December 1, 2022**
 - i. 2022 General Assembly Report
 - ii. Regional Transit Governance Study Presentation
 - iii. Title VI Presentation
 - iv. Mobility Management Presentation

ADJOURNMENT:

Motion/Action: On a motion by Jesse Rutherford, seconded by Dale Herring, the Commission unanimously voted to adjourn the November 3, 2022, Commission meeting at 9:10 pm.

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

From: [Eames, David \(de6g\)](#)
To: [Sandy Shackelford](#)
Subject: Tonight's TJPDC Meeting: The Zion Crossroads Gateway Plan
Date: Thursday, November 3, 2022 4:54:44 PM
Importance: High

CAUTION - EMAIL FROM EXTERNAL SENDER - Please pay special attention to links and attachments

Dear Ms. Shackelford,

I am writing to you in reference to the Zion Crossroads Gateway Plan that will be discussed at tonight's TJPDC meeting (November 3rd 2022) as I wish to share my strong objection to the Bowtie configuration proposed for the Rt.15/Camp Creek Parkway intersection.

I live at 325 Turkey Trot Lane, Zion Crossroads, Virginia 22942. I am a recent member of the Spring Creek Land Development, LLC Board of Directors and a retired aerospace engineer with over 40-years of experience.

As an engineer, I have been trying to understand how the TJPDC arrived at such an absurd and expensive configuration that should have been rejected early on in the design process.

Most of my career has been spent in the early stages of product development. It appears to me that the TJPDC did not complete, or document, a rigorous "Analysis of Alternatives" for this critical intersection. If they had done so, they would have undoubtedly arrived at a much simpler solutions like: improved traffic light sequencing and lane markings or a 3-lane roundabout.

I therefore urge the TJPDC to reject this absurd Bowtie concept and seriously consider alternative affordable solutions.

Sincerely,

David J.H. Eames

AIAA Fellow

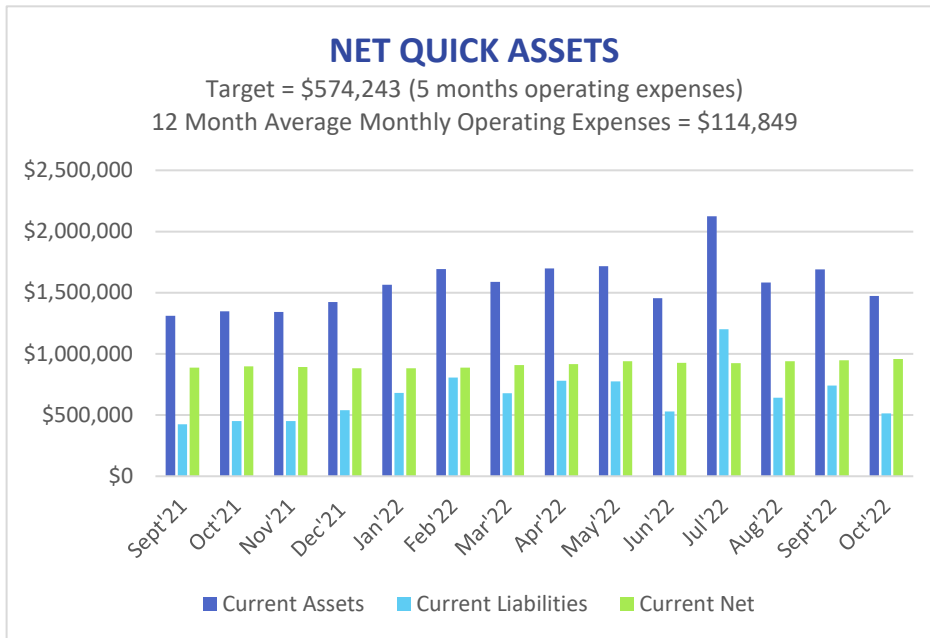
University of Virginia

School of Engineering and Applied Science

Department of Mechanical and Aerospace Engineering

(434) 227-5562 (Home)

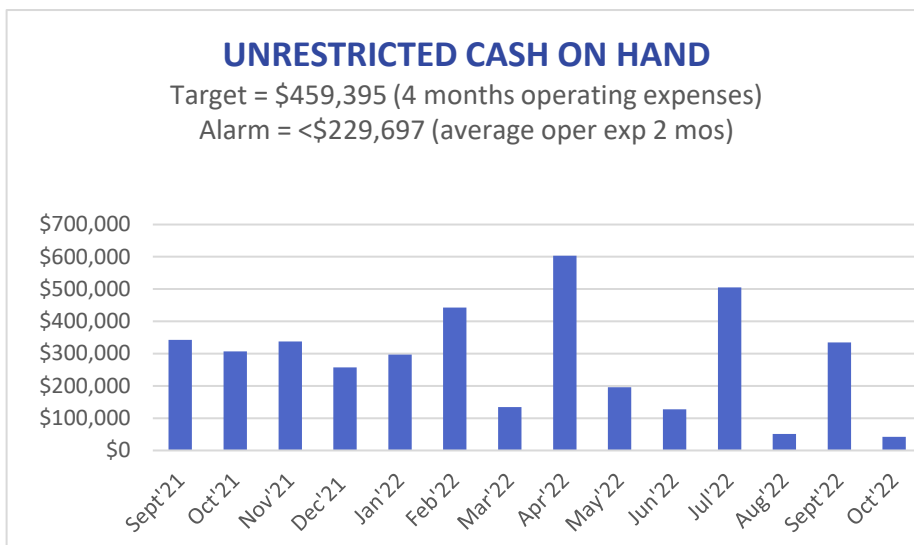
(434) 964-7054 (iPhone)



MONTHLY NET QUICK ASSETS

Sept'21 = \$886,391
Oct'21 = \$897,702
Nov'21 = \$892,289
Dec'21 = \$882,982
Jan'22 = \$883,614
Feb'22 = \$887,621
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

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 October 2022, the TJPDC had 8.35 months of operating expenses. The rolling twelve-month average operating expenses increased to \$114,849. The 3-month average of expenses is \$126,264. Actual operating expenses for October were \$110,300 compared to \$117,171 in September. Capital reserves = \$959,348 - \$574,243 = \$385,105.



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.

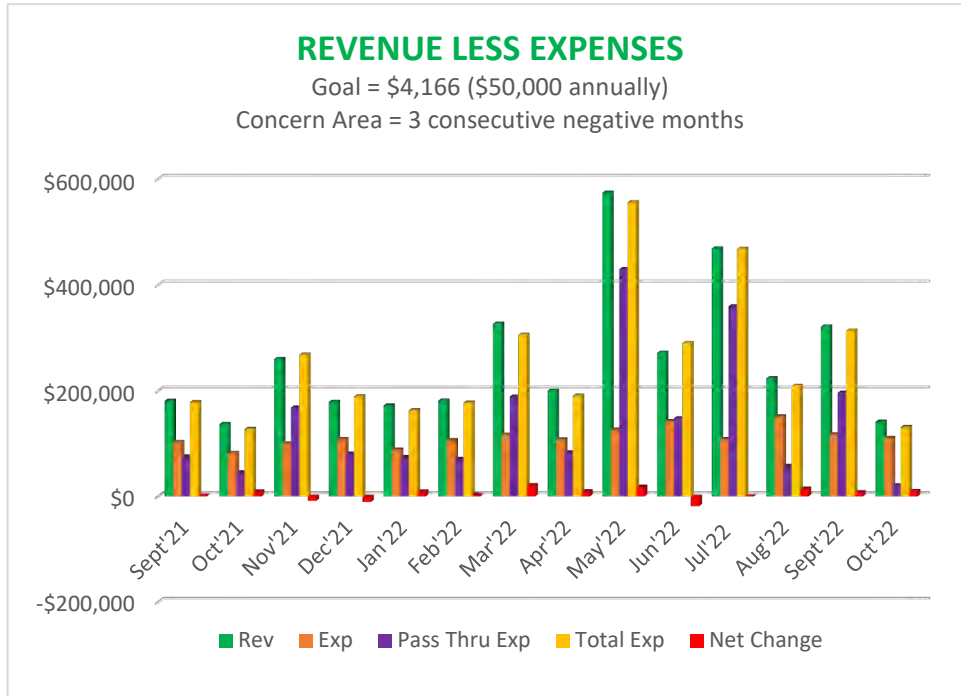
MONTHS OF UNRESTRICTED CASH

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. Unrestricted cash has decreased to \$41,789 at the end of October 2022, which represents 0.36 months of operating expenses. This is at the concern level and staff are continuing to watch the cash flow very carefully and aggressively pursuing accounts



FY 23 FINANCIAL DASHBOARD Through October 2022

receivable (due to large receivables that are only able to be collected on a quarterly, bi-annual, or performance basis (to include the Virginia Telecommunications Initiative, Housing Preservation Grant, Virginia Eviction Reduction Pilot, Hazard Mitigation, and Watershed Improvement Program).



MONTHLY NET REVENUE

- Sept'21 = \$2,582
- Oct'21 = \$9,237
- Nov'21 = (\$8,348)
- Dec'21 = (\$10,435)
- Jan'22 = \$9,246
- 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

NET REVENUE is the surplus or shortfall resulting from monthly revenues minus expenses. **The net gain in October was \$10,072.** (Expenses are revised over time as they may be reclassified from operating expenses to assets). The FY23 net gain to date is \$33,005. The Accrued Revenue Report shows total available funds of \$1,526,404 for the remaining 8 months in FY23 (an average of \$190,800 per month). Actual operating expenses for October were \$110,300 with a 3-month average of \$126,264.

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
October 2022

7:59 AM

11/18/22

Accrual Basis

	<u>Oct 22</u>	<u>Budget</u>	<u>Jul - Oct 22</u>	<u>YTD Budget</u>	<u>Annual Bu...</u>
Ordinary Income/Expense					
Income					
41100 · Federal Funding Source	69,511	2,087,592	540,003	8,451,418	25,906,162
4120 · State Funding Source	21,580	91,726	185,525	366,904	1,100,715
4130 · Local Source	35,557	1,067,719	880,936	4,274,635	13,984,859
42000 · Local Match Per Capita	12,756	13,670	51,015	59,254	160,847
4280 · Interest Income	1,850	41	6,051	166	500
Total Income	<u>141,254</u>	<u>3,260,748</u>	<u>1,663,529</u>	<u>13,152,377</u>	<u>41,153,083</u>
Gross Profit	141,254	3,260,748	1,663,529	13,152,377	41,153,083
Expense					
61000 · Personnel	85,176	107,720	345,938	429,551	1,302,934
6260 · COGS	0	0	4,350	(8,171)	0
62391 · Postage Expense	412	195	1,159	788	2,344
62392 · Subscriptions, Publications	31	154	31	617	1,850
62393 · Supplies	899	716	3,012	2,865	8,668
62394 · Audit -Legal Expenses	900	0	11,867	16,200	37,000
6240 · Advertising	3,651	2,035	5,763	7,596	24,414
62404 · Meeting Expenses	562	758	1,950	3,031	9,093
62410 · TJPDC Contractual	7,063	6,275	22,643	25,198	75,970
6281 · Dues	123	951	3,436	4,374	12,016
62850 · Insurance	516	508	2,483	2,030	6,300
62890 · Printing/Copier	308	504	1,523	2,068	6,259
63200 · Rent Expense	8,280	8,312	33,027	34,047	101,142
63210 · Equipment/Data Use	592	1,745	37,504	6,980	21,113
63220 · Telephone Expense	455	747	2,057	2,989	8,967
63300 · Travel-Vehicle	1,188	5,889	3,729	23,596	70,709
6345 · Janitorial Service	0	500	812	2,001	6,001
6390 · Professional Development	145	2,866	4,570	11,474	35,007
Total Expense	<u>110,300</u>	<u>139,873</u>	<u>485,852</u>	<u>567,234</u>	<u>1,729,787</u>
Net Ordinary Income	30,954	3,120,876	1,177,677	12,585,143	39,423,296
Other Income/Expense					
Other Expense					
83000 · HOME Pass-Through	12,295	29,213	209,254	194,027	1,087,192
8399 · Grants Contractual Services	8,587	3,189,675	935,419	12,779,342	38,336,104
Total Other Expense	<u>20,882</u>	<u>3,218,888</u>	<u>1,144,673</u>	<u>12,973,370</u>	<u>39,423,296</u>
Net Other Income	(20,882)	(3,218,888)	(1,144,673)	(12,973,370)	(39,423,296)
Net Income	<u><u>10,072</u></u>	<u><u>(98,012)</u></u>	<u><u>33,005</u></u>	<u><u>(388,227)</u></u>	<u><u>0</u></u>

Thomas Jefferson Planning District Commission
Balance Sheet Prev Year Comparison
As of October 31, 2022

	<u>Oct 31, 22</u>	<u>Oct 31, 21</u>	<u>\$ Change</u>
ASSETS			
Current Assets			
Checking/Savings			
1100 · Cash	524,376.04	699,711.34	-175,335.30
1189 · Capital Reserve	411,094.00	392,987.00	18,107.00
Total Checking/Savings	<u>935,470.04</u>	<u>1,092,698.34</u>	<u>-157,228.30</u>
Accounts Receivable			
1190 · Receivable Grants	505,763.91	212,684.67	293,079.24
Total Accounts Receivable	<u>505,763.91</u>	<u>212,684.67</u>	<u>293,079.24</u>
Other Current Assets			
1310 · Prepaid Rent	0.00	2,291.67	-2,291.67
1330 · Prepaid Insurance	12,987.96	11,212.56	1,775.40
1360 · Prepaid Other	19,526.75	16,342.57	3,184.18
Total Other Current Assets	<u>32,514.71</u>	<u>29,846.80</u>	<u>2,667.91</u>
Total Current Assets	<u>1,473,748.66</u>	<u>1,335,229.81</u>	<u>138,518.85</u>
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	-102,180.06	-92,659.71	-9,520.35
Total Fixed Assets	<u>34,527.62</u>	<u>13,864.69</u>	<u>20,662.93</u>
TOTAL ASSETS	<u>1,508,276.28</u>	<u>1,349,094.50</u>	<u>159,181.78</u>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2100 · Accounts Payable-General	27,200.44	55,397.34	-28,196.90
Total Accounts Payable	<u>27,200.44</u>	<u>55,397.34</u>	<u>-28,196.90</u>
Credit Cards			
2155 · Accounts Payable Credit Card	3,593.54	2,905.21	688.33
Total Credit Cards	<u>3,593.54</u>	<u>2,905.21</u>	<u>688.33</u>
Other Current Liabilities			
2150 · Accounts Payable Grants	0.00	0.00	0.00
2460 · Fitness Requirement Payable	0.00	70.50	-70.50
2469 · Hybrid VRS Contribution	203.94	0.00	203.94
2470 · Hybrid-457	815.80	0.00	815.80
2800 · Deferred Revenue	482,586.88	385,407.35	97,179.53
Total Other Current Liabilities	<u>483,606.62</u>	<u>385,477.85</u>	<u>98,128.77</u>
Total Current Liabilities	<u>514,400.60</u>	<u>443,780.40</u>	<u>70,620.20</u>
Long Term Liabilities			
2200 · Leave Payable	33,895.87	36,758.53	-2,862.66
Total Long Term Liabilities	<u>33,895.87</u>	<u>36,758.53</u>	<u>-2,862.66</u>
Total Liabilities	<u>548,296.47</u>	<u>480,538.93</u>	<u>67,757.54</u>
Equity			
3000 · General Operating Fund	486,955.51	449,194.62	37,760.89
3100 · Restricted Capital Reserve	411,094.00	392,987.00	18,107.00
32000 · Unrestricted Net Assets	0.00	-0.04	0.04
3600 · Net Investment in Fixed Assets	28,925.63	0.00	28,925.63
Net Income	<u>33,004.67</u>	<u>26,373.99</u>	<u>6,630.68</u>
Total Equity	<u>959,979.81</u>	<u>868,555.57</u>	<u>91,424.24</u>
TOTAL LIABILITIES & EQUITY	<u>1,508,276.28</u>	<u>1,349,094.50</u>	<u>159,181.78</u>

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	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	29,996			29,996	59,975	State funding to TJPDC General
110	TJPDC Corporation	0	0	0	0	0	0			0	0	501(c)3 Non-profit Arm
110	Bank Interest	6,051	1,239	1,556	1,406	1,850	6,051			6,051	0	Investment Pool Savings Income
170/171	Rural Transportation	58,000	4,960	1,904	4,227	3,074	14,165			14,165	43,835	VDOT Rural Transp Planning
273	Water Street Center & Office Leases	13,500	1,350	2,860	3,000	2,550	9,760			9,760	3,740	Rental Fees
277	Legislative Liaison	103,773	1,741	5,086	7,374	7,082	21,283			21,283	82,490	Legislative Operations
278	VAPDC-ED	50,000	4,167	4,167	4,167	4,267	16,768			16,768	33,232	Contract for Admin Services
296	Member Per Capita	165,709	12,748	12,756	12,756	12,756	51,016			51,016	114,693	Local Govt Annual Contributions
303	Solid Waste	10,500	291	237	286	195	1,009	0	5,000	1,009	4,491	Contract for annual reporting
315	Stanardsville TAP	28,749	91	319	137	274	821	23,499	0	24,320	4,429	VDOT Streetscape Contract
907	WIP Phase III - Contract #5	58,000	4,980	6,170	6,300	4,968	22,418	13,523	0	35,941	22,059	Watershed Improvement Plan
907	WIP Phase III - Contract #6	58,000	0	0	0	0	0	0	16,195	0	41,805	*Watershed Improvement Plan
908	RRBC	10,500	346	665	2,403	1,353	4,767			4,767	5,733	Rivanna Commission
Program Code	PROGRAM CONTRACTS/GRANTS With Pass-Thrus	0										
181	RTP-TDM - Admin	50,000	1,559	6,826	5,959	4,209	18,553			18,553	31,447	*Regional Transit Partnership
	RTP Pass-Thru	0	0	0	0	0	0			0	0	Grant Match if needed
182	Regional Transit Vision Grant	34,138	5,627	479	250	0	6,356	27,867		34,223	-85	Regional Transit Vision Plan - Admin
	Regional Transit Vision Pass-Thru	315,862	0	0	0	0	0	276,918		276,918	38,944	Regional Transit Vision Plan - Consultant
184	Transit Governance Admin	37,723	899	682	828	2,338	4,747			4,747	32,976	*Regional Transit Governance Study - Admin
	Regional Transit Gov Pass-Thru	149,600	0	0	0	0	0			0	149,600	*Regional Transit Governance Study - Consultant
190/195/198	MPO-PL	175,267	8,533	12,974	13,422	12,590	47,519			47,519	127,748	MPO PL Transp Planning
	MPO - PL - Consultant Pass-Thru	137,500	0	0	0	0	0			0	137,500	L RTP Support
191/196/199	MPO-FTA	138,777	5,007	10,274	8,309	8,440	32,030			32,030	106,747	MPO FTA Transit Planning
	MPO - FTA Pass Thru	0	0	0	0	0	0			0	0	
193	Rideshare - Admin	166,198	11,209	10,837	10,084	10,403	42,533			42,533	123,665	Rideshare TDM Program Marketing & Management
	Rideshare Pass-Thru	8,000	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	5,918	52,435		58,353	8,847	24 month planning project resiliency
	Haz Mit Pass-Thru	0	0	0	0	0	0			0	0	Technical Support/Mapping (if needed)
333	EDA-CEDS - Admin	20,000	384	378	281	930	1,973			1,973	18,027	EDA administration
	EDA-CEDS - Pass-Thru	80,000	0	0	0	0	0			0	80,000	EDA Consultant Pass-through
726	HOME ARP - Admin	332,541	2,461	2,677	36,208	2,558	43,904	30,381	242,566	74,285	15,690	*HUD-ARPA Planning funds (not to exceed 5% of grant)
	HOME ARP Pass-Thru	2,117,730	0	0	0	0	0		1,943,881	0	173,849	*Admin includes Consultant for Gap Analysis
727	HOME TJPDC Admin	72,408	4,577	6,880	9,124	3,263	23,844			23,844	48,564	*HUD HOME Housing Grants Admin
	HOME Pass-Thru	651,680	111,716	24,639	60,604	12,295	209,254			209,254	442,426	*HUD HOME Housing Grants Construction
728	Housing Preservation Grant - Admin	23,489	2,185	2,171	1,315	1,609	7,280			7,280	16,209	USDA Housing Repair Admin
	HPG Pass-Thru	133,106	13,513	32,971	26,815	8,587	81,886			81,886	51,220	USDA Housing Repair Construction
729	Regional Housing Partnership - AH	69,500	2,691	4,564	3,283	4,907	15,445			15,445	54,055	Regional Housing Partnership
	RHP - Consultant Pass-Thru	0	0	0	2,772	0	0			0	0	Spark Mill - RHP Strategic Planning Consultant
732	VERP - Admin	12,500	933	1,052	1,209	499	3,693	7,661		11,354	1,146	*VA Eviction Planning Grant - Admin
	VERP Pass-Thru	237,500	10,217	15,813	11,294		37,324	29,004		66,328	171,172	*VA Eviction Planning Grant - Consultants
733	VA Housing Development - Admin	200,000	2,762	3,263	2,059	2,670	10,754	35,048	111,619	45,802	42,579	*VA Housing PDC - Admin
	VA Housing Pass-Through	1,800,000	0	0	60,000	0	60,000	302,228	748,886	362,228	688,886	*VA Housing PDC - Construction/Partnership
760	Blue Ridge Cigarette Tax Board	165,951	7,433	43,507	4,717	7,685	63,342			63,342	102,609	Includes Administrative Fees
	Cig Tax Pass-Through	2,400,000	234,201	245,435	236,774		716,410			716,410	1,683,590	Pass through - direct costs
761	VATI - Admin	875,000	11,319	15,277	13,916	11,202	51,714	54,859	628,908	106,573	139,519	*VATI Admin - 36-42 months
	VATI Pass-Through	112,500,000	0	0	0	0	0		78,500,000	0	34,000,000	*Program/Construction Pass-Through
	TOTAL - All Programs	123,756,001	478,884	484,903	560,265	141,254	1,662,533	974,422	82,197,055	2,636,956	38,921,990	TOTAL - All Programs
	Pass Thru Sub-totals	120,163,878	369,647	318,859	398,259	20,882	1,104,874	608,150	79,248,886	1,713,024	37,395,586	Pass-Thru Subtotal

\$114,849
\$126,264
\$110,300

12 month average - Operating Expenses
3 month average - Operating Expenses
last month - Operating Expenses

Total Grant Funds Remaining	38,921,990
Pass-through funds	\$37,395,586
TJPDC Available Funds	\$1,526,404
Average Funds Available pr Month	\$190,800.46

*indicates unspent finds can 'roll-over' in FY24



CY2023
TENTATIVE COMMISSION SCHEDULE
Subject to Change

January, 2023	No Meeting
February 2, 2023	New Commission Member Orientation FY24 Rideshare Work Program, Grant Application, Resolution - Presentation – For approval Deliver FY23 Amended Budget Draft Quarter 2 (Oct-Dec) Financial Report HOME-ARP Public Hearing VATI Presentation/Update (6 months)
March 2, 2023	FY23 Amended Budget – For Approval DHCD CDBG Regional Pories - For Approval FY24 Rural Transportation Work Program & Budget – Presentation/Draft – no vote Blue Ridge Cigarette Tax Board Update (6 months) Executive Director Evaluation Process Begins
April 6, 2023	Appointment of Nominating Committee for Officers Deliver FY24 Operating Budget Draft/Budget Memo – FY24 Work Plan FY24 Rural Transportation Work Program & Budget – For Approval MPO Unified Planning Work Program Update Executive Director Evaluation (Closed Session)
May 4, 2023	Public Hearing for Draft HOME 5-year Consolidated Plan and Annual Action Plan – Presentation HOME Annual Action Plan – Resolution - For Approval Presentation: Legislative Report FY24 Operating Budget Resolution – For approval TJPDC Officer Slate Notice from Nominating Committee Officer Nomination for TJPDC Corporation Quarter 3 (Jan-March) Financial Report
June 1, 2023	Election of TJPDC Officers
June Special Session	Housing Preservation Grant Pre-Application Approval & IGR Review -Resolution – For Approval
July, 2023	No Meeting
August 3, 2023	Quarter 4 (April-June) Financial Report Watershed Improvement Program (WIP) Update State Master Agreement for DRPT funding VATI Presentation/Update (6 months)

September 7, 2023	Delivery of Draft FY25 Projected Budget and Local Revenue Requests HOME & CDBG CAPER Draft Presentation and Public Hearing Blue Ridge Cigarette Tax Board Update (6 months)
October 5, 2023	FY25 Budget Resolution - For Approval Annual DHCD Funding Agreement Regional Housing Partnership Update / VA Housing Grant Update
November 2, 2023	Exec/Fin Audit Review – Committee meeting in advance of meeting Annual Financial Audit Report & Acceptance Quarter 1 (July-Sept) Financial Report
December 7, 2023	2024 General Assembly Preview

MEMORANDUM

To: TJPD Commissioners
From: Christine Jacobs, Executive Director
Date: December 1, 2022
Re: Executive Director's Report

Purpose: To review the current agenda packet and inform Commissioners of Agency Activities since November 3, 2022.

Administration

o December 1, 2022, 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 from public – limited to no more than 2 minutes per person
- b. Comments received via written and electronic communication (Read by Ruth Emerick)

3. Presentations

- a. Staff Introductions – Laurie Jean Talun joined the TJPD as the Housing and Community Development Grants Manager. She will be responsible for the HOME Consortium, the USDA Housing Preservation Grant, and HOME-ARP. Gorjan Gjorgjievski joined the TJPD as the VATI Program Administrative Assistant. He will work with Lori Allhouse on record keeping, invoicing, and reporting for the VATI program.
- b. Regional Transit Governance Study – The TJPD was awarded a grant from the Department of Rail and Public Transportation to complete a Regional Transit Governance Study. The study will identify strategies for achieving the regional transit priorities and goals identified in the recently completed Regional Transit Vision Plan. Specifically, the study will look at potential governance options for a regional authority and investigate opportunities to increase transportation investments and outcomes.
- c. Mobility Management – FTA Section 5310 Grant through DRPT – Staff will present on the FTA 5310 grant. Currently, there is not a regional 5310 grant applicant acquiring this resource for our region. The TJPD is exploring developing a program to support mobility management to improve mobility for seniors and individuals with disabilities by removing barriers to transportation services and expanding the transportation mobility options available. Staff is looking for general consensus from the Commission to continue to pursue the opportunity.

- d. 2023 General Assembly Preview – David Blount will provide a high-level overview of the expected budget and legislative items for the upcoming General Assembly session.

4. *Consent Agenda

- a. Minutes of the November 3, 2022, Commission Meeting
- b. Monthly Financial Reports are included in the meeting materials
 - i. October Financial Dashboard Report
 - ii. October Profit & Loss Statement
 - iii. October Balance Sheet
 - iv. October Accrued Revenues Report

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

5. New Business

- a. 2023 Calendar Year Meeting Schedule – Christine Jacobs

6. Resolutions

None

7. Executive Director’s Monthly Report

Administration –

- i. We are currently conducting second round interviews for the Transportation Planner position are very close to being fully staffed.

Virginia Telecommunications Initiative (VATI) - Staff continues to prepare, schedule, and facilitate internal, project team, and external meetings. Monthly progress reports and invoices for TJPDC administrative costs are being submitted to DHCD and a first monthly invoice to DHCD and localities for Firefly’s construction work is forthcoming. Project milestones completed to date are as follows:

- 302.4 miles of field data collection
- 1,485.52 miles of fiber design
- 139.65 miles of make ready work
- 35.85 miles of aerial fiber placement
- 38.14 miles of underground fiber placement
- 8.10 miles of splicing

On November 7, TJPDC staff visited areas in Nelson County where aerial fiber awaits further work at the polls and where crews were planning to pull aerial fiber between poles. The [Firefly website](#) continues to be updated with new timelines for each county and fiber project area within that county. In addition, maps and communications for each project area are posted. On November 21, Gorjan Gjorgjievski joined TJPDC to assist with the administration of the project. The second quarterly meeting of stakeholders is taking place December 1, 2022.

VATI 2023: TJPDC and Firefly applied for nearly \$13 million in 2023 VATI grant funding for work to be completed on behalf of Albemarle, Greene, Cumberland and

Madison counties. This expansion of the VATI 2022 project would include over 300 miles of fiber construction to provide service access for an additional 3,600 customers across the four counties. We received a challenge on a small portion of our area to be served and submitted a rebuttal on November 3. DHCD's grant award announcements are anticipated in December 2022.

Blue Ridge Cigarette Tax Board (BRCTB) - Since the September presentation to you, the compliance agent has been out in the field, working to educate and inform retail establishments about the local cigarette tax and how to be in compliance with the local ordinance. He has found a number of instances of non-compliance, and has been working with the retailers and distributors to rectify these situations. On average, we continue to process about \$250,000 per month in tax collections through the agency for distribution to the eight BRCTB members.

Housing –

- i. Virginia Governor's Housing Conference – Ned Gallaway, RHP Chair and Keith Smith, RHP Vice-Chair, joined four TJPDC staff members at the Virginia Governor's Housing Conference in Alexandria, VA.
- ii. Regional Housing Summit – Planning continues for the March 24th Housing Summit at the Omni Charlottesville. Fundraising is ongoing and staff has met with all presenters/panelists to plan for sessions. Staff sent sponsorship request letters to all jurisdiction CAOs.
- iii. VA Housing Tier II Implementation Grant – The Regional Housing Partnership recently adopted a 5-year strategic plan. One priority in the plan is to assess the Bylaws and membership of the partnership. Staff intends to issue a Request for Proposals to identify a consultant that can support this work. Staff intends to apply for a grant that VA Housing offers (a Tier II Implementation grant to support implementation of housing organizations' strategic plan priorities). This will be brought back to the Commission for approval prior to contracting.

Transportation –

- i. Mobility Management – Staff is exploring an FTA/DRPT 5310 Mobility Management grant to develop a one-call center to support seniors and individuals with disabilities access to appropriate transit and transportation options.
- ii. Title VI – Staff has developed a required Title VI plan for the CA-MPO and TJPDC. The plan has been approved by VDOT and will be presented to commissioners in the February meeting.
- iii. Commuter Assistance Program (CAP) Strategic Plan – Staff is beginning to prepare an application to DRPT for technical assistance grant funding to develop a required 5-year strategic plan for the RideShare program. The grant requires a 50/50 state/local share. Staff will not be seeking additional funding from member governments to support the local match, rather, regional per capita funding will be used.
- iv. CA-MPO – Work continues on the Long-Range Transportation Plan. Staff has developed the draft goals and objectives and are working to develop stakeholder discussion groups to review the goals and objectives prior to broad public feedback.

- v. The Rural Transportation Tech committee met in November and had a presentation from the Lynchburg District on a transportation connectivity study they completed, including how to evaluate the economic impacts of transportation projects.

Economic Development –

- i. A Request for Proposals was issued for a consultant to complete a Comprehensive Annual Action Plan for Region 10 and Region 9. Eight proposals were received and scored by a selection committee. An award will be made to the priority consultant and work will begin to develop a Strategic Plan Committee comprised of ED staff in each jurisdiction, as well as private, nonprofit, and educational stake holders.

Environment –

- i. Watershed Improvement Program – Staff is completing work with Albemarle County on developing SMART goals for sustainable waste management. There are some new Notice of Funding Opportunities for related grant opportunities that were just released that staff is following.

8. Other Business

- a. Round table discussions from Commission members about topics of interest from each jurisdiction.
- b. The next Commission meeting is Thursday, February 2, 2022. There is NO commission meeting in January. Items for the February meeting may include but are not limited to 1) New Commission Member Orientation (if needed), 2) FY24 Rideshare Work Program, Grant Application, Resolution, 3) FY23 Amended Budget Draft, 4) Quarter Two (Oct-Dec) Financial Report, 5) HOME-ARP Public Hearing, and 6) VATI 6-month update.

Adjourn
