

MEMO

To: TJPD Commissioners
From: Chip Boyles, Executive Director
Date: November 3, 2016
Re: Executive Director's Report

Purpose: To inform Commissioners of Agency Activities since October 6, 2016

Administration

- November Meeting Agenda
 - Consent Agenda
 - Minutes from October 6, 2016
 - Intergovernmental Reviews
 1. None to report.
 - Finance Report
 - Fiscal Year 2016 Financial Audit
 1. Robinson Farmer Cox has completed their annual financial audit for fiscal year 2016 (attached). Dave Foley will present to the Commission their findings and answer any questions that you may have.
 2. TJPD Management is responsible for the preparation and fair presentation of financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
 3. **Auditors' Responsibility is** to express opinions on these financial statements based on their audit. They conducted the audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Authorities, Boards, and Commissions*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that they plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements.

4. In the given opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Thomas Jefferson Planning District Commission, as of June 30, 2016, and the respective changes in financial position, thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.
5. The auditors did not find any deficiencies in internal control over compliance that they consider to be material weaknesses.

▪ September 2016 Financials

1. Financial reports are attached for review. Financial Reports are presented in detail every quarter to the Commission. Monthly reports will be reviewed by the Finance Committee and included in the Commission Packets under Consent Agenda items for acceptance.
2. Net quick assets have continued to grow to \$488,664. Based upon the twelve month average for operating expenses, we are now at over 6 months of available operating expenses. If this balance continues to stabilize and grow above the target level, we will begin to budget the excess amount into longer term savings funds to meet agency long term capital goals.

As a reminder, it is our goal to build our reserves back to and above FY12 levels where we will have 1) at least 6 months operating expenses in reserves 2) allow us to make some capital improvements to the building to enhance the ability to use and rent out Water Street Center and the Water Street Space offices, 3) utilize reserves for unanticipated grant match for local/regional grant opportunities and 4) to save for the possible purchase of a building (space) at some time in the future.

3. Unrestricted Cash on Hand as of September 30, 2016 was \$387,870 or over 4 months of average monthly operating expenses. September experienced a larger than normal decrease, though not below our Concern Level. This decrease was due to a large expenditure for a VDOT project of \$123,000 that we did not receive reimbursement for until September. We are now back up to normal cash levels.
4. We had a net gain of \$2,607 for the month of September. This gives us a fiscal year net gain of \$ 10,155. Our PROPOSED FY17 Amended Operating Budget estimates a \$ 36,148 net gain for the year. For the first quarter, we are just ahead of our budgeted annual net gain, but will expect to fall short of our Benchmark Goal of \$50,000 per year.
5. Accrued revenues of existing grant and contract balances for FY17 is \$782,096 available for the remaining fiscal year. This provides \$86,900 in funds per month available for operating expenses. Twelve month average monthly operating expenses are \$78,363. September's monthly operating expenses were \$84,234. Available monthly resources will adequately cover expected monthly expenses for the remaining fiscal year.

- **Consideration of Resolutions**

1. The Commission is asked to accept the reports given by Robinson Farmer Cox Associates for the agency's FY 2016 Financial Audit.

- **New Business**

1. VDOT Rural Transportation Cooperation Process

- a. Virginia's regional and local officials work together with state transportation entities to carry out essential functions in identifying and responding to the transportation system needs of the public. The statewide transportation plan, program and project development and delivery processes rely on supportive and cooperative state, regional and local government. Virginia's policies distinctively integrate land use planning with transportation planning and programming. Laws require that the state interact with regional and local governments in state transportation proposals. Law also requires that regional and local Virginia governments (rural as well as urbanized local governments) interact with state agencies on regional or local land use planning proposals that will affect transportation.
- b. VDOT-DRPT have developed a guidebook updating the Commonwealth of Virginia's Rural Transportation Planning Consultation Processes and documents the methods used by VDOT and DRPT in interacting, participating and cooperating with Virginia's non-metropolitan regional and local officials regarding transportation planning and programming.
- c. We ask you and/or your staff's review of this guidebook and offer any comments or suggestions that we may forward to VDOT – DRPT.

2. TJPDC Bylaws review.

- a. The last update of the TJPDC bylaws occurred in 2003. The Chair and staff have identified a number of requirements and policies that are in conflict with current procedures. It is suggested that a review be performed of the current bylaws for amendment and updating in the near future. Examples of discrepancies include:
 - i. Cancellation of meetings in July and January.
 - ii. Attendance by commission members.
 - iii. Treasurer's roles and responsibilities.
 - iv. Clarification of Director's signatory of all checks.
 - v. Use of Roberts Rules of Order "Simplified Version"

3. Delivery of Draft FY 2017 Amended Budget.

- a. Staff has completed an amended FY2017 budget for your consideration in December. The Commission approved a balanced budget in May, 2016 for FY2017. Since that time, we have received

notice of local government contributions, completed three months of operations, received commitments of additional revenue sources, and received final FY16 financial reports and audit. This updated information allows us to present you a more realistic operations budget for the completion of the fiscal year.

- b. In your packet is a draft amended budget. Staff will be glad to answer any questions, receive all comments and suggestions and work with the Commission to present a final FY17 budget for your approval in December.

Next Meeting – December 1, 2016

- The TJPDC FY17 Amended Budget will be presented at the December meeting.
- The Virginia Department of Social Services will provide their annual presentation to the Commission.

Transportation

- MPO
 - MPO has initiated a review of Regional Transit coordination and organizational options within the MPO area. This is completed within the FY2016 MPO Unified Work Plan. The final report will be presented to the MPO, PACC, City of Charlottesville and Albemarle County in February.
 - Staff continues to work with the Staunton-Augusta-Waynesboro MPO on the Harrisonburg to Charlottesville Public Transit Study. A draft study is now complete and under review.
 - The MPO is coordinating a small area plan effort to plan the next phase of Route 29 solutions that includes the Hydraulic/29 intersection and Hydraulic Extended South projects for preliminary engineering and small area planning.
 - MPO is working with Charlottesville, Department of Rail and Public Transit, Amtrak and Amtrak Station property owner to explore what is requested by Amtrak to accommodate the new rail service and how this may be best met at the site.
 - The MPO is coordinating an I-64 corridor study with VDOT and the SAW MPO. This project begins October 1st and end September 30th.
 - The CAMPO and SAW MPO held a joint meeting in Fishersville on October 26th followed by a tour of the Crozet Tunnel.
- Rural
 - Staff attended the annual Governor's Transportation Conference in Arlington.

Planning

- Staff continues to work on the Rockfish Valley small area plan project with Nelson County. This project is expected to be completed this fall. Nelson County has experienced unprecedented community engagement on this project with over 400 respondents of a community survey and over 100 attendees at a community meeting.
- Staff has received an agreement from Nelson County to perform a corridor economic development plan for the US 29 commercial corridor. The project will include sub-contracting work by a marketing firm from Richmond to assist Nelson with an economic development marketing strategy.
- Staff is assisting Fluvanna County with Economic Development data and a marketing brochure for the Zions Crossroads area.

- Staff attended the Rural Planning Caucus in Mountain Lake.

Regional

- Regional Growth, Development and Financing Conference
 - Staff interns have begun organizing a Regional Conference to bring together elected officials, appointed planning officials, governmental staff, developers, design professionals, businesses, students and professors to collectively learn about regional growth and design topics and ways to finance activities.
- Staff is presenting to the Mayor and Chairs group the concept of identifying annual hours to be assigned to each local government and the region as a whole during the annual work program development to perform and account for specific services provided to each local government and the region.

The Quarterly Summary of Activities is attached.