



Triangle J Board of Delegates Meeting Agenda

The Honorable Kathleen Ferguson,
Presiding

Wednesday, January 26, 2022
6:00 pm – 8:00 pm
Virtual Meeting

<u>Time</u>	<u>Item</u>	<u>Official</u>
6:00 PM	Call to Order, Welcome, & Declaration of Quorum	Kathleen Ferguson
6:10 PM <i>Approve by consent</i>	Review of Agenda	Kathleen Ferguson
6:12 PM	Recognitions and Presentations	
<i>Receive as information</i>	<ul style="list-style-type: none"> Introduction of New Members and Alternates of the Board of Delegates 	Alana Keegan
<i>Receive as information</i>	<ul style="list-style-type: none"> Introduction of New Staff 	Mary Warren
<i>Action on Consent</i>	<ul style="list-style-type: none"> Presentation of Fiscal Year 2020-2021 Financial Statements and Annual Audit Report 	Lee Worsley
6:50 PM	Business	
	<i>Items in this section requiring Board of Delegates action have been added to the Consent Agenda</i>	
<i>Receive as information</i>	<ul style="list-style-type: none"> TJCOG's Technical Assistance Focus in 2020-2021 	Alana Keegan
<i>Receive as information</i>	<ul style="list-style-type: none"> Utilizing the 2020 Census 	Adam Spillman
<i>Receive as information</i>	<ul style="list-style-type: none"> Proposals are invited for Triangle Transportation Choices FY23 RFP 	Shuchi Gupta Sean Flaherty
	<ul style="list-style-type: none"> Appoint 2022 Board of Delegates Nominating Committee Members 	Kathleen Ferguson
7:30 PM	Consent Agenda	
<i>Motion to approve</i>	<i>Items on the Consent Agenda are considered routine and will be enacted by a single motion unless a member of the Board of Delegates requests an item be removed. Any item removed from the Consent Agenda will be considered individually after the Consent Agenda.</i>	
	<ul style="list-style-type: none"> Consideration of Amendment of Auditing Contract with Cherry Bekaert 	Lee Worsley
	<ul style="list-style-type: none"> Minutes for November 17, 2021 meeting 	Shantel Haskins

**January 26, 2022 Board of Delegates Meeting Agenda
(continued)**

<u>Time</u>	<u>Item</u>	<u>Official</u>
	<ul style="list-style-type: none">• Acceptance of Fiscal Year 2020-2021 Financial Statements and Annual Audit Report	Lee Worsley
7:35 PM	<i>Items Removed from Consent Agenda</i>	Kathleen Ferguson
7:36 PM <i>Receive as information</i>	<i>Executive Director's Report</i>	Lee Worsley
7:40 PM <i>Receive as information</i>	<i>Chair's Report</i>	Kathleen Ferguson
7:45 PM	<i>Around the Region</i> It's a New Year, what innovative projects or practices is your local government piloting or implementing this year?	Kathleen Ferguson
7:55 PM	<i>Other Business</i>	Kathleen Ferguson
8:00 PM	<i>Adjourn</i>	Kathleen Ferguson

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Presentations and Recognition

Introduction of New Members and Alternates of the Board of Delegates

Background: This time on the agenda is reserved for the introduction of newly appointed delegates and alternate delegates to the Triangle J Board of Delegates. At this time Chair Ferguson will ask new delegates and alternate delegates to introduce themselves.

Holly Springs- Timothy Forrest (Delegate)

Wendell- Joe Deloach (Delegate) Deans Eatman (Alternate)

Orange County- Jamezetta Bedford (Alternate)

An updated Board roster is located on the TJCOG website:

<https://www.tjco.org/about/our-board>.

Recommendation(s): Chair Ferguson will identify new delegates and alternate delegates and ask them to provide introductory remarks. After introductions, please join Chair Ferguson in welcoming them to the TJCOG Board of Delegates.

Staff Responsible for Technical Support: Alana Keegan, Member Engagement Manager

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Recognitions and Presentations

Introduction of New Staff

Background: During this time, TJCOG program lead will introduce a new member of the TJCOG team and discuss their role and respective projects. Area Agency on Aging Director, Mary Warren, will introduce Angela Woodard, working as the new Aging Program Associate.

Recommendation(s): It is recommended that the Board joins Chair Ferguson and the TJCOG team in welcoming the new members of the staff.

Staff Responsible for Technical Support: Jenny Halsey, Strategy & Operations Manager

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Recognitions and Presentations

Presentation of Fiscal Year 2020-2021 Financial Statements Annual Audit

Background: Triangle J's FY 2020-21 Financial Statements, Compliance and Independent Auditor's Report have been prepared by the Council's auditing firm Cherry Bekaert and are ready for presentation to the Board of Delegates. The audit contains the customary and usual unqualified "clean" audit opinion that offers a sound financial picture for Triangle J during the last fiscal year. The report will also be distributed to all appropriate parties needing copies of the audit, e.g., grantors, state agencies, funding organizations, etc. Excerpts from the report are attached. The complete audit report is available on the TJCOG website at: <https://www.tjcog.org/insights>.

Recommendation(s): It is recommended that members of the Board of Delegates be prepared to hear Ms. Adams' report of the Triangle J's FY2020-21 Financial Statements, Compliance, and Independent Auditor's Report. It is also recommended that the Board accept the Audit Report during the Consent Agenda.

Staff Responsible for Technical Support: Lee Worsley, Executive Director

Focus Area: Organizational Operations/Administrative

To the Board of Delegates
Triangle J Council of Governments
Research Triangle Park, North Carolina

We have audited the financial statements of the governmental activities, the general fund, and the fiduciary fund of Triangle J Council of Governments (the "Council") as of and for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, and the State Single Audit Implementation Act, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2021. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2021. We noted no transactions entered into by the Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Allowance for doubtful accounts
- Depreciation expense, accumulated depreciation, and depreciable lives of capital assets
- Accrued compensation and vacation
- Local Government Employees' Retirement System net pension liability
- Net Other Postemployment Benefits liability

These estimates were based on analysis of historical collection trends, estimated useful life of the asset, payroll and vacation pay estimates, and actuarial valuations at June 30, 2021. We evaluated the key factors and assumptions used to develop these estimates to determine they seem reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The only entries proposed by us and posted by management were entries related to converting the fund financial statements from the modified accrual basis of accounting to the full accrual basis of accounting as required by *Government Accounting Standards Board Statement No. 34*. Management provided us with all of the required information needed to prepare these entries and, therefore, the posting of these entries was deemed a service requested by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 21, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Council's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Council's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and required supplemental information ("RSI"), as listed in the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information as listed in the table of contents, and the schedule of expenditures of federal and state awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Delegates, management, others within the Council, federal and state agencies, and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

Chemy Bekaert LLP

Raleigh, North Carolina
December 21, 2021

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Business

TJCOG's Technical Assistance Focus in 2020-2021

Background: One of TJCOG's strategic focus areas is technical assistance to our local government members. This is critical work that enables the organization to assist with day-to-day, administrative, and long-term planning needs that arise in a community or local government, and allows TJCOG to expand staff capacity, flexible funding, and areas of expertise.

During the time, Alana Keegan will provide an overview of the Technical Assistance program area in the past year and the opportunities ahead that will be increasingly helpful to local governments. There will also be time for discussion and questions about the process for local governments to take advantage of these services.

Recommendation(s): It is recommended that the Board of Delegates receive this information, provide input on assistance opportunities, and share with their respective boards and staff.

Staff Responsible for Technical Support: Alana Keegan, Member Engagement Manager

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Business

Utilizing the 2020 Census

Background: Data Strategy Coordinator Adam Spillman will familiarize Board members with census resources. A great deal has changed since the last Census, and changes in data will be displayed at various scales. Also, several of the websites used for accessing Census data have changed and all-new resources are available and will be shared with members of the Board. While TJCOG is always happy to provide information and understanding to members sometimes it's useful to have the information immediately accessible.

Recommendation(s): It is recommended that Board members provide questions and observations about the data and discuss what's most useful to them. Staff is interested in what information would be most helpful if there was a dedicated census section on our own new data website. Any other insight is appreciated.

Staff Responsible for Technical Support: Adam Spillman, Data Strategy Coordinator

Focus Area: Transportation

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Business

Proposals are invited for Triangle Transportation Choices FY23 RFP

Background: The FY23 Requests for Proposals (RFPs) for Triangle Transportation Choices are now open. Applications for both RFPs are due to Triangle J Council of Governments (TJCOG) by **5:00 p.m. EST on Feb 18, 2022.**

Complete details about the RFPs and how to apply are available on TJCOG's website [<https://www.tjcog.org/focus-areas-transportation/triangle-transportation-choices>]. The period of performance for both RFPs is July 01, 2022, to June 30, 2023.

One RFP is the traditional call for TDM projects released annually by TJCOG.

The second RFP is a Special RFP which is being piloted as a part of the Programs' as well as TJCOGs' commitment to promote diversity, equity, and inclusion. The pilot RFP is requesting applications from North Carolina based grassroots level/non-profits/community-based organizations working with equity priority communities (such as low income, marginalized, minority, Black, Indigenous and People of Color (BIPOC) and/or otherwise disadvantaged or vulnerable communities) to promote safe and affordable access to commute options such as transit, walking, biking, carpool, and vanpool. The application process for the pilot has been simplified to encourage applicants that may be unfamiliar with the grant application process.

Recommendation(s): Receive as information.

Staff Responsible for Technical Support: Shuchi Gupta, Senior Planner

Sean Flaherty, Principal Planner

Focus Area: Transportation

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Business

Appoint 2022 Board of Delegates Nominating Committee Members

Background: In accordance with applicable provisions of Triangle J's Charter Resolution and Bylaws, the Triangle J Board of Delegates shall elect officers for the upcoming fiscal year "no later than the regular May meeting of the Board of Delegates". The Nominating Committee is responsible for developing a slate of nominees for Triangle J's 2022-2023 officer positions of chairman, first vice-chair, second vice-chair, and secretary/treasurer. The Nominating Committee is also responsible for recommending nominees for any vacancies that occur during the fiscal year.

At this time on the agenda, Chairwoman Ferguson will appoint the Nominating Committee to carry out these duties. The Nominating Committee is generally comprised of 3-4 individuals, commonly past chairs of the TJCOG Board of Delegates.

Recommendation(s): N/A

Staff Responsible for Technical Support: Alana Keegan, Member Engagement Manager

Focus Area: Organizational Operations/Administrative

Consent Agenda Items

Triangle J Board of Delegates Meeting Agenda Comments - January 26, 2022

Agenda Section: Consent

Consideration of Amendment of Auditing Contract with Cherry Bekaert

Background: During the January 27, 2021, Board of Delegates meeting, the Board authorized a contract with Cherry Bekaert for auditing services. Due to an unforeseen family emergency for the Finance Director, the audit was not able to be completed until after the December 1, 2021, Local Government Commission Due Date. As a result, the auditing contract with Cherry Bekaert needs to be amended to reflect the reason for audit completion taking place after December 1, 2021.

An amended contract is attached. Additionally, a letter to the Local Government Commission regarding the reason for the late submittal of the Audit must be completed.

The Executive Director will be working with the Board to complete the letter.

Recommendation(s): It is recommended that the Board authorize Board Chair Kathleen Ferguson to execute the amendment to Triangle J Council of Governments' 2020-21 Audit Contract with Cherry Bekaert.

Staff Responsible for Technical Support: Lee Worsley, Executive Director

Focus Area: Organizational Operations/Administrative

Whereas	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)
and	Auditor

entered into a contract in which the Auditor agreed to audit the accounts of the Primary Government Unit and DPCU (if applicable)

for	Fiscal Year Ending	and originally due on	Audit Report Due Date
	<input type="text"/>		<input type="text"/>

hereby agree that it is now necessary that the contract be modified as follows.

Modification to date	Original due date	Modified due date
Modification to fee	Original fee	Modified fee

Primary **Other**
(choose 1)(choose 0-2)

Reason(s) for Contract Amendment

- Change in scope
- Issue with unit staff/turnover
- Issue with auditor staff/workload
- Third-party financial statements not prepared by agreed-upon date
- Unit did not have bank reconciliations complete for the audit period
- Unit did not have reconciliations between subsidiary ledgers and general ledger complete
- Unit did not post previous years adjusting journal entries resulting in incorrect beginning balances in the general ledger
- Unit did not have information required for audit complete by the agreed-upon time
- Delay in component unit reports
- Software - implementation issue
- Software - system failure
- Software - ransomware/cyberattack
- Natural or other disaster
- Other (please explain)

Plan to Prevent Future Late Submissions

If the amendment is submitted to extend the due date, please indicate the steps the unit and auditor will take to prevent late filing of audits in subsequent years. Indicate NA if this is an amendment due to a change in cost only.

Additional Information

Please provide any additional explanation or details regarding the contract modification.

By their signatures on the following pages, the Auditor, the Primary Government Unit, and the DPCU (if applicable), agree to these modified terms.

SIGNATURE PAGE

AUDIT FIRM

Audit Firm*	
Authorized Firm Representative* (typed or printed)	Signature*
Date*	Email Address

GOVERNMENTAL UNIT

Governmental Unit*	
Date Primary Government Unit Governing Board Approved Amended Audit Contract* (If required by governing board policy)	
Mayor/Chairperson* (typed or printed)	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer*	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU
(complete only if applicable)**

DISCRETELY PRESENTED COMPONENT UNIT

DPCU	
Date DPCU Governing Board Approved Amended Audit Contract (If required by governing board policy)	
DPCU Chairperson (typed or printed)	Signature
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE
ONLY REQUIRED IF FEES ARE MODIFIED IN THE AMENDED CONTRACT
(Pre-audit certificate not required for hospitals)

Required by G.S. 159-28(a1) or G.S. 115C-441(a1)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)	Signature
Date of Pre-Audit Certificate	Email Address

Plan to Prevent Future Late Submissions

There were unexpected delays during the FY2021 audit as a result of personal emergencies at the Triangle J level arising at the same time a final single audit program was deemed high risk for testing. This new program combined with unexpected events for staff at Triangle J were the catalyst for the extension. This is not something that is expected to continue in future years as it was truly an unforeseen and unexpected event and had it not occurred the audit engagement would have been completed and submitted timely.

DRAFT MINUTES

Board of Delegates Meeting

Wednesday, November 17, 2021

6:00 PM

Held via simultaneous communication via Zoom

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen	Steve Rao, Town of Morrisville (A)
Bob Smith, Town of Angier	Sally Greene, Orange County
Brett Gantt, Town of Apex	Kevin Drum, Village of Pinehurst
Mark B. Wilson Archer Lodge	Jane Hogeman, Village of Pinehurst (A)
Thomas Beal, Town of Broadway	Ronnie Currin, Town of Rolesville
Lori Bush, Town of Cary (A)	Bryon McAllister, Town of Selma
DeDreana Freeman, City of Durham	Cheryl Oliver, Town of Selma (A)
Heidi Carter, Durham County	Chad Sary, Town of Wake Forest
Larry Smith, Town of Fuquay-Varina	Joe DeLoach, Town of Wendell (A)
Ken Marshburn, Town of Garner	David McGowan, Town of Wilson's Mills
Kathleen Ferguson, Town of Hillsborough	
Shaun McGrath, Town of Holly Springs	
Arianna Lavallee, Lee County	

Delegates and Alternate Delegates Absent:

Joe Dannelley Town of Aberdeen (A)	Frank Quis, Moore County
Audra Killingsworth, Town of Apex(A)	Satish Garimella, Town of Morrisville
Mark Jackson, Town of Archer Lodge (A)	Renée Price, Orange County (A)
Jerry Medlin, Town of Benson	Jeff Holt, Town of Pine Level
Cassandra Stack, Town of Benson (A)	Greg Baker, Town of Pine Level (A)
Donald Andrews, Town of Broadway (A)	Pamela Baldwin, Town of Pittsboro
Randee Haven O'Donnell, Town of Carrboro	Michael Fiocco, Town of Pittsboro (A)
Dan Bonillo, Town of Carthage	Donald Rains, Town of Princeton
Christopher Nance, Town of Carthage (A)	Corey Branch, City of Raleigh
Jennifer Robinson, Town of Cary	Nikki Bradshaw, Town of Robbins (A)
Michael Parker, Town of Chapel Hill	Michelle Medley, Town of Rolesville (A)
Jim Crawford, Chatham County	Rebecca Wyhof Salmon, City of Sanford
Diana Hales, Chatham County (A)	Chet Mann, City of Sanford (A)
Jason Thompson, Town of Clayton	Bill Haiges, Town of Siler City
Javiera Caballero, City of Durham (A)	Lewis Fadely, Town of Siler City (A)
Nida Allam, Durham County (A)	Andy Moore, Town of Smithfield
Jason Wunsch, Town of Fuquay-Varina (A)	John Dunn, Town of Smithfield (A)
Tim Cunnup, Town of Goldston	Carol Haney, Town of Southern Pines
Matt Hughes, Town of Hillsborough (A)	Bill Pate, Town of Southern Pines (A)
Aaron Wolff, Town of Holly Springs (A)	Al Mosley, Town of Vass
Butch Lawter, Johnston County	Sig Hutchinson, Wake County
Trinity Henderson, Town of Kenly	Susan Evens, Wake County (A)
Jessica Day, Town of Knightdale	Vivian Jones, Town of Wake Forest (A)
Latatious Morris, Town of Knightdale	Phil Tarnaski, Town of Wendell
Kirk Smith, Lee County	Jim Uzzle, Town of Wilson's Mills (A)
Jay Langston, Town of Micro	Larry Loucks, Town of Zebulon
Russell Creech, Town of Micro (A)	Glenn York, Town of Zebulon(A)

(A)– Alternate Delegate (E) – Excused Absence

TJCOG staff attending:

Erika Brown, Housing Program Manager
Jenny Halsey, Strategy & Operations Manager
Matt Day, Rural Mobility & Transportation
Program Manager
Maya Cough-Schulze, Water Resources
Planner II

Shantel Haskins, Administrative Support
Specialist
Alana Keegan, Member Engagement Manager
Lee Worsley, Executive Director
Lindsay Whitson, Community & Economic
Development Manager

Also attending:

Leslie Mozingo, TJCOG's Government
Relations Consultant

Call to Order, Welcome, Roll Call, and Declaration of Quorum

Chair Kathleen Ferguson called the meeting to order at 6:00 PM and welcomed all attendees. Chair Ferguson reviewed the requirements for virtual public meetings. Alana Keegan, Member Engagement Manager, conducted the roll call to verify the attendance of delegates and alternates, then declared a quorum was present.

Review of Agenda

Chair Ferguson presented the agenda for the November 17, 2021, Board of Delegates meeting and asked if any delegates wanted to make changes to the agenda. Hearing no changes, Chair Ferguson elected to move forward with the agenda as presented.

Recognitions and Presentations

- **Introduction of New TJCOG Staff**

Chair Ferguson asked Jenny Halsey, Strategy and Operations Manager to introduce this item. Ms. Halsey stated she was excited to introduce new TJCOG staff to the Board of Delegates. After a few words from each of their supervisors, four new employees introduced themselves, provided details on their work experience, and discussed projects they will work on in their new role. Matt Day, Rural Mobility & Transportation Program Manager, introduced Adam Spillman who will serve as Data Strategy Coordinator. Alana Keegan, Member Engagement Manager, introduced Brandi Claybrooks who will serve as a Grants Specialist. Erika Brown, Housing Program Manager, introduced Anna Blanchard who will serve as a Housing Planner II. Maya Cough-Schulze, Water Resources Planner II, introduced Caroline Wofford who will serve as a Stormwater Education Coordinator. Chair Ferguson welcomed all new employees to the organization.

- **Recognition of Outgoing Delegates & Alternate Delegates**

Chair Kathleen Ferguson recognized the following delegates and alternate delegates that have left office or will be leaving office in December.

Tim Cunnup, Town of Goldston

Kevin Drum, Village of Pinehurst

Michael Fiocco, Town of Pittsboro

Christopher Nance, Town of Carthage

Cheryl Oliver, Town of Selma

Jason Wunsch, Town of Fuquay-Varina

Chair Ferguson expressed her appreciation for each member as they have contributed greatly to the quality, discussion, decision making, and engagement of TJCOG across their communities. She asked those attending to provide additional remarks for outgoing delegates and alternate delegates.

Delegate Drum, Village of Pinehurst, provided his gratitude for serving on the Board of Delegates; over the years he has emphasized to his council the importance of TJCOG and the engagement of regionalism.

Delegate Oliver, Town of Selma, conveyed her gratefulness to serve on the Board of Delegates as a delegate and alternate delegate. Ms. Oliver plans to continue to follow ongoing projects around the region.

After remarks, Chair Ferguson provided her gratitude for service and for being a voice for their community at TJCOG.

Business

- **Community & Economic Development Program Updates**

Chair Ferguson asked Lindsay Whitson, Community and Economic Development Program Manager, to introduce this item. Ms. Whitson explained the Community and Economic Development (CED) program facilitates coordinated regional projects and builds capacity for local economic development activities to attract investment in communities-both urban and rural. Ms. Whitson outlined the CED project areas which include the Economic Development District, regional food system development, economic resiliency, zoning and land use, brownfields and community revitalization, and Foreign Trade Zone #93.

Ms. Whitson stated having a strategic plan within the CED program allows for better implementation and helps to strengthen federal grant proposals for a regional approach.

She also outlined CED program engagement goals – including business retention, expansion and innovation, robust infrastructure, workforce development, connected and vibrant places, and economic resiliency – and several grant proposals submitted through the program.

In conclusion, she asked for approval of two documents under the consent agenda: the 2021 CEDS Interim Report and the Brownfields Revolving Loan Fund proposal in partnership with Piedmont Triad Regional Council (PTRC) and West Piedmont Planning District Commission (WPPDC).

- **Infrastructure Investment and Jobs Act**

Chair Ferguson asked Leslie Mozingo, TJCOG's Government Relations Consultant, to introduce this item. Ms. Mozingo stated on November 15, 2021 President Joe Biden signed into law the Infrastructure Investment and Jobs Act (IIJA). The bipartisan infrastructure legislation provides \$973 billion over five years from FY 2022 through FY 2026. The legislation also includes \$550 billion in new investments for transportation, water, power/energy, environmental remediation, public lands, broadband, and resilience.

Ms. Mozingo stated the IIJA legislation provides new federal grant opportunities. She also added the IIJA has a unique approach to funding its own programs through the highway trust fund and guaranteed appropriations.

Ms. Mozingo stated President Joe Biden has challenged federal agencies to implement IIJA legislation as quickly as possible and a task force was created to oversee efforts.

Ms. Mozingo encouraged the region to pursue new competitive grants, as funds were made available through the IIJA law. She added a summary report would be shared with Board members to inform their respected council.

Consent Agenda

- **Cancellation of December Executive Committee Meeting**
- **Clarification of Appointment of TJCOG Deputy Finance Officer**
- **Brownfields RLF proposal in partnership with PTRC WPPDC**
- **Approval of the 2021 CEDS Interim Report**
- **October 27th Board of Delegates Meeting Minutes**

Chair Ferguson presented the Consent Agenda for approval and asked if anyone wanted to pull an item for individual consideration. Hearing none, Chair Ferguson asked for a motion to approve the consent agenda as presented. Mr. Wilson made a motion to approve the Consent Agenda; Mr. Smith seconded the motion. Ms. Keegan conducted the vote via roll call; the motion was unanimously approved.

Items Removed from Consent Agenda

None Removed.

Executive Director's Report

Mr. Worsley was excited to report and share the following news for the organization:

- The 20-year celebration of Clean Cities Coalition as the program was redesignated by the US Department of Energy.

- A new project for TJCOG to assist Chatham County as they evaluate transitioning their Council on Aging 501(c)(3) to a potential County program.
- An update on recent funds that have been awarded to various TJCOG programs through the North Carolina state budget, including \$10 million for American Rescue Plan implementation and \$6 million for disaster recovery work.

Mr. Worsley engaged Board members in an open discussion of the potential advantages of an event held for newly elected municipal and county officials hosted by TJCOG.

Chair's Report

Chair Ferguson acknowledged Mr. Worsley's role in increased funding to the NC Councils of Governments over the past year and thanked him for his hard work. She also shared details from a recent meeting with Senator Thom Tillis and encouraged jurisdictions applying for federal funding to reach out to the Senator's office for a letter of support.

Around the Region

Chair Ferguson stated the following question with the holiday approaching and asked all present to respond: What are you thankful for? All delegates and alternative delegates added their thankful regards as well as updates for their respected communities.

Other Business

Chair Ferguson asked if there was any other business.

Hearing no further business, *Mr. Wilson made a motion to adjourn the meeting; Mr. Drum seconded the motion.*

Chair Ferguson adjourned the meeting at 8:12 PM.

Shantel Haskins, Recording Officer

Kathleen Ferguson, Chair

To the Board of Delegates
Triangle J Council of Governments
Research Triangle Park, North Carolina

We have audited the financial statements of the governmental activities, the general fund, and the fiduciary fund of Triangle J Council of Governments (the "Council") as of and for the year ended June 30, 2021. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, *Government Auditing Standards* and the Uniform Guidance, and the State Single Audit Implementation Act, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated January 6, 2021. Professional standards also require that we communicate to you the following information related to our audit.

SIGNIFICANT AUDIT FINDINGS

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Council are described in the notes to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year ended June 30, 2021. We noted no transactions entered into by the Council during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Allowance for doubtful accounts
- Depreciation expense, accumulated depreciation, and depreciable lives of capital assets
- Accrued compensation and vacation
- Local Government Employees' Retirement System net pension liability
- Net Other Postemployment Benefits liability

These estimates were based on analysis of historical collection trends, estimated useful life of the asset, payroll and vacation pay estimates, and actuarial valuations at June 30, 2021. We evaluated the key factors and assumptions used to develop these estimates to determine they seem reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. The only entries proposed by us and posted by management were entries related to converting the fund financial statements from the modified accrual basis of accounting to the full accrual basis of accounting as required by *Government Accounting Standards Board Statement No. 34*. Management provided us with all of the required information needed to prepare these entries and, therefore, the posting of these entries was deemed a service requested by management.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 21, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Council's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Council's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to management's discussion and analysis and required supplemental information ("RSI"), as listed in the table of contents, which supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information as listed in the table of contents, and the schedule of expenditures of federal and state awards, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the Board of Delegates, management, others within the Council, federal and state agencies, and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

Chemy Bekaert LLP

Raleigh, North Carolina
December 21, 2021