



Triangle J Board of Delegates Meeting Agenda

The Honorable Kathleen Ferguson,
Presiding

Wednesday, March 23, 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
6:15 PM	Business <i>Items in this section that require Board action are also added to the Consent Agenda</i>	
<i>Receive as information</i>	<ul style="list-style-type: none"> RDU Funding Letter Writing Campaign Update 	Alana Keegan
<i>Receive as information</i>	<ul style="list-style-type: none"> Overview of the Joint Office of Energy and Transportation: Electric Vehicle and Infrastructure Updates 	Sean Flaherty
<i>Action on Consent</i>	<ul style="list-style-type: none"> FY 2023 Triangle Transportation Choices (Transportation Demand Management) Program Funding Updates 	Sean Flaherty
<i>Action on Consent</i>	<ul style="list-style-type: none"> Criteria for Using Design-Build Contracting for the Saralyn Construction Project 	Lindsay Whitson
7:30 PM <i>Motion to approve</i>	Consent Agenda <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"> Addition of Positions to TJCOG Pay and Classification Plan 	Jenny Halsey
	<ul style="list-style-type: none"> Budget Amendment 	Nancy Medlin
	<ul style="list-style-type: none"> Minutes for January 26, 2022 meeting 	Shantel Haskins
	<ul style="list-style-type: none"> Minutes for February 5, 2022 Board Retreat 	Jenny Halsey

March 23, 2022 Board of Delegates Meeting Agenda
(continued)

<u>Time</u>	<u>Item</u>	<u>Official</u>
	<ul style="list-style-type: none">• Approval of FY 2023 Triangle Transportation Choices (Transportation Demand Management) Program Resolution• Approval of Criteria for Using Design-Build Contracting for the Saralyn Construction Project	Sean Flaherty Lindsay Whitson
7:00 PM	<i>Items Removed from Consent Agenda</i>	Kathleen Ferguson
7:01 PM <i>Receive as information</i>	<i>Executive Director's Report</i>	Lee Worsley
7:05 PM <i>Receive as information</i>	<i>Chair's Report</i>	Kathleen Ferguson
	<i>Around the Region</i> With Spring approaching, what are some events that are taking place in your community in terms of events, new or reopened recreation, entertainment, and public gatherings- as Covid-19 restrictions are changing?	Kathleen Ferguson
7:10 PM		
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 - March 23, 2022

Agenda Section: Business
RDU Funding Letter Writing Campaign Update

Background: The success of our region is intricately tied to the effectiveness and capacity of the RDU International Airport, especially considering the rapid population and economic growth we have experienced - 377,000 people between 2010 and 2020 - that relies on this transportation mode. During the May 2021 Board of Delegates meeting, Raleigh-Durham Airport Authority CEO Michael Landguth discussed significant capital improvement challenges the airport is facing as it attempts to keep up with growth in demand. One of these challenges is the need to relocate and replace the airport's primary commercial runway due to pavement deterioration and the significant funding gap for the project. Mr. Landguth stressed that RDU historically received only 7.2 cents in federal funding for every dollar of tax paid by RDU passengers into the Airport and Airway Trust Fund, and it was time for the airport to receive its fair share to assist in funding the runway and other critical projects.

In response to this presentation and need, staff from TJCOG, RTP Foundation, and the Regional Transportation Alliance launched a coordinated regionwide campaign to advocate for the runway funding from the federal government. Every municipal and county government in the region has been asked to submit a letter to U.S DOT in support of the request. Staff will discuss the effort to date and provide details on how to participate for the local governments who have not sent a letter.

Recommendation(s): It is recommended that the Board receive the information and work to have their local government participate in the advocacy campaign.

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

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting

Agenda Comments - March 23, 2022

Agenda Section: Business

Overview of the Joint Office of Energy and Transportation: Electric Vehicle and Infrastructure Updates

Background: Electric vehicle infrastructure planning has been top of mind for many Triangle communities given the flood of transportation-related funding coming to NC thanks to the Bipartisan Infrastructure Law (BIL). To assist our member communities, Triangle J Council of Governments is developing resources that support these planning and funding activities on a regional level. The following is a brief overview of where we stand today in terms of a regional EV infrastructure plan and what you can expect in the future.

- **Funding Sources:** The federal government allocated \$7.5B for EV charging under the BIL. To access this funding, approved state plans must first be in place. Additional funding for EV infrastructure is available from the state through the VW Settlement.
- **The Path Forward:** Triangle J COG is working with the NCDOT to update state EV plans, such as the 2019 zero-emission vehicle (ZEV) plan, as mandated under the federal BIL and NC Executive Order 246. This plan must be submitted by August 2022 and will use the alternative fuel corridors work conducted by Triangle Clean Cities Coalition to determine where EV investments should be made. Triangle Clean Cities, a program of TJCOG, is the Department of Energy's Clean Cities affiliate for our region and has worked for decades to promote the use of alternative fuels and prepare our communities for EV, other alternative fuels adoption through research, planning, pilot projects and corridor mapping.

Once the state plan is approved, we will use that and other foundational work, including the 2013 Greater Triangle Plug-In Electric Vehicle (PEV) Readiness Plan, to update and reflect the current needs of our region and local governments. This includes a focus on equity – specifically disadvantaged and rural populations. Additionally, TJCOG will continue to lead North Carolina's electric vehicle planning efforts, including the multi-state partnership initiative, Drive Electric USA (education outreach). TJCOG is also a steering committee member of Plug-in NC that seeks to develop best practices for implementation.

Recommendation(s): It is recommended the Board share input on the presentation as it is given and stay involved in the planning work that needs to be done at the state and regional level. Board members interested in participating in pilot projects or utilizing state funding for items like EV charging stations and electric buses, can reach out to Triangle Clean Cities Coalition staff to help

determine local governments' eligibility to use federal funding for longer-term projects.

Staff Responsible for Technical Support: Sean Flaherty, Principal Planner; Ryan Eldridge, Planner II.

Focus Area: Transportation

Electric Vehicles: Regional Infrastructure Planning

Electric vehicle (EV) infrastructure planning has been top of mind for many Triangle communities given the flood of transportation-related funding coming to North Carolina thanks to the Bipartisan Infrastructure Law (BIL). To assist our member communities, Triangle J Council of Governments is developing resources that support these planning and funding activities on a regional level. The following is a brief overview of where we stand today in terms of a regional EV infrastructure plan and what you can expect in the future.

Funding Sources

The federal government allocated \$7.5B for EV charging under the BIL. To access this funding, approved state plans must first be in place. Additional funding for EV infrastructure is available from the state through the [VW Settlement](#).

The Path Forward

Triangle J COG is working with the NCDOT to update state EV plans, such as the [2019 zero-emission vehicle \(ZEV\) plan](#), as mandated under the federal BIL and NC [Executive Order 246](#). This plan must be submitted by August 2022 and will use the [alternative fuel corridors](#) work conducted by [Triangle Clean Cities Coalition](#) to determine where EV investments should be made. Triangle Clean Cities is the [Department of Energy's Clean Cities](#) affiliate for our region and has worked for decades to promote the use of alternative fuels and prepare our communities for EV and other alternative fuels adoption through research, planning, pilot projects and corridor mapping.

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How Should Your Community Prepare?

There is still a great amount of planning work that needs to be done at the state and regional level. If you are interested in participating in pilot projects or utilizing state funding for items like EV charging stations and electric buses, please reach out to a member of the Triangle Clean Cities Coalition. Once our regional infrastructure is in place, our staff can also help determine local governments' eligibility to use federal funding for longer-term projects. Eligibility depends on several factors including needs, location and project goals. If you have questions or are uncertain of your needs or eligibility status, please contact us.

Contact:

Sean Flaherty
sflaherty@tjcog.org

Ryan Eldridge
reldridge@tjcog.org

Triangle J Board of Delegates Meeting

Agenda Comments - March 23, 2022

Agenda Section: Business

FY 2023 Triangle Transportation Choices (Transportation Demand Management) Program Funding

Background: Triangle Transportation Choices is a Transportation Demand Management (TDM) Program in the 7-county Triangle region of the state of North Carolina. It aims to reduce commuter reliance on single-occupancy vehicles (SOV) by encouraging healthier, much lower cost, greener and sustainable alternative options such as carpool, vanpool, public transit, biking, walking, teleworking, and flexible work weeks. TJCOG has served as the Program administrator since its very beginning in 2008. The program links NC state policy and funding with local and regional service providers. It draws from the Metropolitan Transportation Plan (MTP) developed jointly by Capital Area Metropolitan Planning (CAMPO) and Durham Chapel Hill Carboro Metropolitan Planning Organization (DCHC) MPO for the Triangle region, as well as the NCDOTs TDM Strategic Plan. Staff is seeking permission to apply for Integrated Mobility Division funding for the FY2023 Triangle Transportation Demand Management Program (TDM), enter into agreements with the North Carolina Department of Transportation, provide the necessary assurance and the required local match.

The FY23 grant request for TJCOG's Administration of the program is \$134,536. There is no cost-share requirement. The FY22 grant request for Regional TDM Partners is \$584,136 with an equal local match. The funds will support program activities between July 1, 2022 - June 30, 2023.

Recommendation(s): It is recommended that the Board approve TJCOG staff to move forward with applications for FY22 Integrated Mobility Division funding.

Staff Responsible for Technical Support: Sean Flaherty, Principal Planner

Focus Area: Transportation

PUBLIC TRANSPORTATION PROGRAM RESOLUTION

FY 2022 RESOLUTION

Section 5311 (including ADTAP), 5310, 5339, 5307 and applicable State funding, or combination thereof.

Applicant seeking permission to apply for Public Transportation Program funding, enter into agreement with the North Carolina Department of Transportation, provide the necessary assurances and the required local match.

A motion was made by (*Board Member's Name*) _____ and seconded by (*Board Member's Name or N/A, if not required*) _____ for the adoption of the following resolution, and upon being put to a vote was duly adopted.

WHEREAS, Article 2B of Chapter 136 of the North Carolina General Statutes and the Governor of North Carolina have designated the North Carolina Department of Transportation (NCDOT) as the agency responsible for administering federal and state public transportation funds; and

WHEREAS, the North Carolina Department of Transportation will apply for a grant from the US Department of Transportation, Federal Transit Administration and receives funds from the North Carolina General Assembly to provide assistance for rural public transportation projects; and

WHEREAS, the purpose of these transportation funds is to provide grant monies to local agencies for the provision of rural, small urban, and urban public transportation services consistent with the policy requirements of each funding source for planning, community and agency involvement, service design, service alternatives, training and conference participation, reporting and other requirements (drug and alcohol testing policy and program, disadvantaged business enterprise program, and fully allocated costs analysis); and

WHEREAS, the funds applied for may be Administrative, Operating, Planning, or Capital funds and will have different percentages of federal, state, and local funds.

WHEREAS, non-Community Transportation applicants may apply for funding for "purchase-of-service" projects under the Section 5310 program.

WHEREAS, (*Legal Name of Applicant*) Triangle J Council of Governments hereby assures and certifies that it will provide the required local matching funds; that its staff has the technical capacity to implement and manage the project(s), prepare required reports, obtain required training, attend meetings and conferences; and agrees to comply with the federal and state statutes, regulations, executive orders, Section 5333 (b) Warranty, and all administrative requirements related to the applications made to and grants received from the Federal Transit Administration, as well as the provisions of Section 1001 of Title 18, U. S. C.

WHEREAS, the applicant has or will provide all annual certifications and assurances to the State of North Carolina required for the project;

NOW, THEREFORE, be it resolved that the *(Authorized Official's Title)** _____ of *(Name of Applicant's Governing Body)* Triangle J Council of Governments is hereby authorized to submit grant application (s) for federal and state funding in response to NCDOT's calls for projects, make the necessary assurances and certifications and be empowered to enter into an agreement with the NCDOT to provide rural, small urban, and urban public transportation services.

I *(Certifying Official's Name)** _____ *(Certifying Official's Title)* _____ do hereby certify that the above is a true and correct copy of an excerpt from the minutes of a meeting of the *(Name of Applicant's Governing Board)* Triangle J Council of Governments duly held on the 23rd day of March, 2022.

Signature of Certifying Official

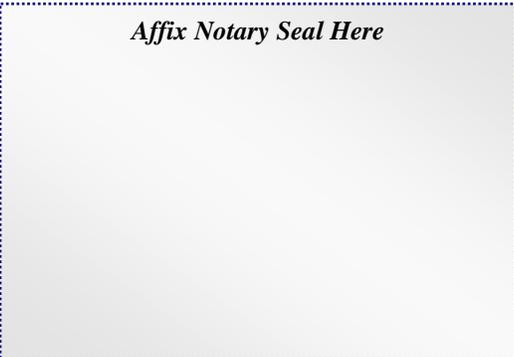
***Note that the authorized official, certifying official, and notary public should be three separate individuals.**

Seal Subscribed and sworn to me *(date)* _____

*Notary Public **

Printed Name and Address

My commission expires *(date)* _____



Triangle J Board of Delegates Meeting Agenda Comments - March 23, 2022

Agenda Section: Business

Criteria for Using Design-Build Contracting for the Saralyn Construction Project

Background: TJCOG is the grantee for a Water Resources Development Grant (WRDG) award, issued by the North Carolina Department of Environmental Quality (NC DEQ). The funds are to be used for a stream restoration and culvert replacement project for the Saralyn community, located in Chatham County. Chatham County requested Triangle J assist with this project due to capacity issues with Chatham County staff. Due to rising construction expenses, staff has decided to use a design-build contracting process, following G.S. 143-128.1A guidelines; *Design-Build Contracts*. To initiate the contracting process, TJCOG must establish written criteria for determining when design-build is appropriate for a project. The written criteria to be adopted by the board can be found in the agenda packet.

Recommendation(s): It is recommended that the board review the written criteria and ask questions as desired, prior to board approval. Final approval will allow TJCOG to begin the Request for Proposal (RFQ) process.

Staff Responsible for Technical Support: Lindsay Whitson, Community and Economic Development Program Manager

Focus Area: Community and Economic Development

Title of Item: Establishment of Criteria for a Design-Build Delivery Method for Construction Contracts and Approval of Using the Design-Build Delivery Method for the Saralyn Culvert and Stream Restoration Project.

Abstract: In accordance with Session Law 2013-401 (HB 857) regarding the addition of a design-build delivery method for construction projects, staff at Triangle J are submitting, for approval, the criteria that the Board must establish to utilize this method of delivery. Additionally, TJCOG staff are requesting approval to utilize the design-build method of delivery for the Saralyn Culvert and Stream Restoration Project for the Saralyn Homeowners Association – located in Chatham County. Due to the need for the project to be complete by December 31, 2023 and the rising construction prices experienced since the grant application was submitted, this delivery method will provide the needed flexibility to complete the project on time and within budget without sacrificing quality.

Explanation: Part I: Establishment of Criteria. On August 23, 2013, the Governor signed into law Session Law 2013-401; House Bill 857, authorizing governmental entities to utilize the design-build delivery method for construction contracts. The first step in the process for utilizing the design-build delivery method is that a governmental entity is to establish in writing the criteria used for determining the circumstances under which the design-build method is appropriate for a project.

The criteria must address at least the following six factors:

- 1) The unit's ability to "adequately and thoroughly" define the project requirements in the RFP;
- 2) Time constraints for project delivery;
- 3) The unit's ability to ensure that a quality project can be delivered;
- 4) The availability of qualified staff or outside consultants experienced in design-build to manage and oversee the project;
- 5) Good faith efforts to comply with historically underutilized business participation requirements (G.S. 143-128.2 and -128.4) and to recruit and select small business entities (the term "small business entities" is not defined in the statute); and
- 6) The criteria used by the unit, including a cost-benefit analysis of using design-build in lieu of traditional construction bidding methods.

Application: Applying the criteria to the Saralyn Culvert and Stream Restoration Project. The second step for the process is determining whether to use the design-build delivery method for a project, by applying the criteria to the project. In applying the criteria to the Saralyn Culvert and Stream Restoration Project, it is recommended that the design-build delivery method be used for this project. This determination is based upon a review of the above criteria as it relates to this project.

Criteria 1: Staff at Triangle J are both qualified and experienced to thoroughly define project requirements prior to the issuance of a request for qualifications for a design-builder. Additionally, professional personnel are available in-house and through contractual services in the areas of purchasing, finance, and legal to further assist in the development and oversight of an RFQ.

Criteria 2: The Saralyn HOA has 21 months from now to complete the stream restoration and culvert replacement project. A project of this nature does not normally take more than one year, but project partners are aware that construction may more than likely not begin during hurricane season 2022 (June to November), due to the risks of rising waters and the fact that the project site is the only ingress and egress into the residential community. This means that if water levels are too high, the one-lane temporary diversion road has a large risk of being flooded – blocking ability to enter and exit the community. Additionally, since the onset of the COVID pandemic, supply chain challenges have been extremely unpredictable and have resulted in longer than anticipated delivery dates. Because of the current supply chain environment, it is difficult to identify how long construction material will take to acquire.

Criteria 3: Staff at Triangle J have experience working with grant awarded projects, request for qualifications/proposal processes, project timelines, and selected contractors. The project is located in Chatham County, one of Triangle J's member governments, who have technical expertise in stream restoration as well as other types of construction projects. Chatham County will also provide engineering expertise for the bid review process. Should Triangle J need to procure an outside vendor for a particular component of the project, we are prepared and able to do so. Triangle J can ensure a completed project that is compliant and within the project's budget and timeline constraints.

Criteria 4: Triangle J have staff that are knowledgeable about the foundational components of design-build projects. Should it become necessary to contract the construction management of a design-build contractor, there are experienced consultants local to the Triangle region that are available.

Criteria 5: TJCOG complies with G.S. 143-128.2, G.S. 143-128.4 and will take affirmative steps to solicit price quotes from M/WBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

Criteria 6: As stated under Criteria #2, one of the benefits of the design-build process is that it will allow greater certainty that the project will be completed within the assigned completion date of December 31, 2023. As mentioned in Criteria #2, there are obvious risks related to hurricane season(s) over the next two years and unpredictable supply chain challenges. Once the project is underway, the design-build method will allow for an expedited process and by reducing the project's time frame, we are eliminating price escalation that would occur within the additional project months. Lastly, the final grant proposal was submitted in June 2021 and costs of construction and labor expenses have significantly increased. We believe that this design-build method will result in a more feasible expense to stay within the identified budget. These benefits to both the project schedule and budget make the design-build option more appealing than the more conventional design-bid-build in this instance.

Fiscal Impact: There is no fiscal impact to the establishment of this policy and approval of the utilization of design-build delivery method.

Recommendation: Approve the criteria for use of the design-build delivery method and authorize TJCOG staff to move forward with use of the design-build delivery method for the Saralyn Culvert and Stream Restoration Project.

Consent Agenda Items

Triangle J Board of Delegates Meeting Agenda Comments - March 23, 2022

Agenda Section: Consent
Addition of Positions to Pay and Classification Plan

Background: The Triangle J Council of Governments contracts with the Piedmont Triad Regional Council to conduct Pay and Classification recommendations when new positions are developed. Three new positions, Director of Transportation, Accounting Technician I, and Accounting Technician II are being recommended in the revised Pay and Class Plan. The Director of Transportation is recommended at Grade 30. The Accounting Technician I is recommended at Grade 15. The Accounting Technician II is recommended at Grade 17. The Board is requested to adopt a revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective March 24, 2022.

Recommendation(s): It is recommended that the Board of Delegates approve the attached revised Triangle J Council of Governments Assignment of Classes to Grades and Salary Ranges, effective March 24, 2022.

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

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting Agenda Comments - March 23, 2022

Agenda Section: Consent
Budget Amendment

Background: Since the adoption of the Fiscal Year 2021-22 budget, TJCOG has received some changes in revenues and expenditures. Fiscal Year 2021-22 Budget Amendment No. 3 is presented to the Executive Committee for consideration. This amendment addresses the following: changes in revenues due to new contract agreements and those not awarded to TJCOG but were included in the original budget. These changes are designed to keep Triangle J compliant with the NC Budget and Fiscal Control Act.

Recommendation(s): It is recommended that the Board of Delegates approve Fiscal Year 2021-22 Budget Amendment No. 3, as attached.

Staff Responsible for Technical Support: Nancy Medlin, Interim Finance Director

Focus Area: Organizational Operations/Administrative

Triangle J Council of Governments
A Resolution for Budget Amendment No.
of the Fiscal Year 2021-2022

WHEREAS, the Triangle J Council of Governments adopted its 2021-2022 Budget Resolution on May 26, 2021; and,
 WHEREAS, it is necessary for Triangle J to make a revision by way of the following budget amendment;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DELEGATES OF THE TRIANGLE J COUNCIL OF GOVERNMENTS that Triangle J's FY 2021-2022 Budget Resolution is hereby amended by Budget Amendment No. 3 as follows:

4010 Regional Recruitment Partnership

The following accounts should be adjusted by:

Revenue Account

Federal	(\$83,605)
Total	(\$83,605)

Expense Account

Salary	(\$6,962)
Fringe	(\$3,273)
Travel-Mileage	(\$600)
Meeting Expense	(\$795)
Contractual	(\$68,025)
Indirect Cost	(\$3,950)
Total	(\$83,605)

Purpose: Funding not received.

Funding: N/A

4012 ARP Assistance

The following accounts should be adjusted by:

Revenue Account

Federal	\$94,261
Total	\$94,261

Expense Account

Salary	\$23,872
Salaries - Temp	\$6,000
Fringe	\$11,213
Fringe - Temp	\$459
Telecommunications	\$200
Travel-Mileage	\$4,000
Contractual	\$35,000
Indirect Cost	\$13,517
Total	\$94,261

Purpose: New contract agreement

Funding: NC Department of Insurance

4781 Meeting Facilitation NCDEQ

The following accounts should be adjusted by:

Revenue Account

Grant	\$13,028
Member Investment	\$3,727
Total	<hr/> \$16,755

Expense Account

Salary	\$10,617
Fringe	\$1,911
Supplies	\$167
Travel-Mileage	\$333
Indirect Cost	\$3,727
Total	<hr/> \$16,755

Purpose: New contract agreement

Funding: NCDEQ

4779 **JLOW February 22 to June 23**

The following accounts should be adjusted by:

Revenue Account

Grant	\$15,555
Member Investment	\$758
Total	<hr/> \$16,313

Expense Account

Salary	\$5,312
Fringe	\$2,497
Supplies	\$2,651
Travel-Mileage	\$140
Contractual	\$3,541
Indirect Cost	\$2,172
Total	<hr/> \$16,313

Purpose: New contract agreement

Funding: NCDEQ

4791 **319 Septic Phase II**

The following accounts should be adjusted by:

Revenue Account

Grant	\$41,190
Member Investment	\$565
Total	<hr/> \$41,755

Expense Account

Salary	\$2,380
Fringe	\$1,079
Supplies	\$250
Travel-Mileage	\$250
Contractual	\$34,000
Indirect Cost	\$3,796
Total	<hr/> \$41,755

Purpose: New contract agreement

Funding: NCDEQ

Nancy Medlin, Interim Finance Director

Adopted and approved on this 25th day of March 2022.

Kathleen Ferguson, Chair

Attest:

Lee Worsley, Executive Director

DRAFT MINUTES

Board of Delegates Meeting

Wednesday, January 26, 2022

6:00 PM

Held via simultaneous communication via Zoom

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
Bob Smith, Town of Angier
Brett Gantt, Town of Apex
Ed Gray, Town of Apex (A)
Mark B. Wilson Archer Lodge
Jennifer Robinson, Town of Cary
Diana Hales, Chatham County (A)
DeDreana Freeman, City of Durham
Heidi Carter, Durham County
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Timothy Forrest, Town of Holly Springs
Butch Lawter, Johnston County
Jessica Day, Town of Knightdale
Kirk Smith, Lee County

Steve Rao, Town of Morrisville (A)
Sally Greene, Orange County
Jamezetta Bedford, Orange County (A)
Jeff Morgan, Village of Pinehurst
Pamela Baldwin, Town of Pittsboro
John Bonitz, Town of Pittsboro (A)
Ronnie Currin, Town of Rolesville
Michelle Medley, Town of Rolesville (A)
Rebecca Wyhof Salmon, City of Sanford
Bryon McAllister, Town of Selma
Amy West Whitley, Town of Selma (A)
Andy Moore, Town of Smithfield
Carol Haney, Town of Southern Pines
Susan Evans, Wake County
Shinica Thomas, Wake County (A)
Chad Sary, Town of Wake Forest
Joe DeLoach, Town of Wendell
Deans Eatman, Town of Wendell (A)

Delegates and Alternate Delegates Absent:

Joe Dannelley Town of Aberdeen (A)
Audra Killingsworth, Town of Apex(A)
Mark Jackson, Town of Archer Lodge (A)
Jerry Medlin, Town of Benson
Cassandra Stack, Town of Benson (A)
Thomas Beal, Town of Broadway
Donald Andrews, Town of Broadway (A)
Ranee Haven O'Donnell, Town of Carrboro
Dan Bonillo, Town of Carthage
Lori Bush, Town of Cary (A)
Michael Parker, Town of Chapel Hill
Jason Thompson, Town of Clayton
Javiera Caballero, City of Durham (A)
Nida Allam, Durham County (A)
Larry Smith, Town of Fuquay-Varina
Matt Hughes, Town of Hillsborough (A)
Aaron Wolff, Town of Holly Springs (A)
Trinity Henderson, Town of Kenly
Latatious Morris, Town of Knightdale
Arianna Lavallee, Lee County (A)
Jay Langston, Town of Micro
Russell Creech, Town of Micro (A)

Frank Quis, Moore County
Satish Garimella, Town of Morrisville
Jeff Holt, Town of Pine Level
Greg Baker, Town of Pine Level (A)
Jane Hogeman, Village of Pinehurst (A)
Donald Rains, Town of Princeton
Corey Branch, City of Raleigh
Nikki Bradshaw, Town of Robbins (A)
Chet Mann, City of Sanford (A)
Bill Haiges, Town of Siler City
Lewis Fadely, Town of Siler City (A)
Andy Moore, Town of Smithfield
John Dunn, Town of Smithfield (A)
Bill Pate, Town of Southern Pines (A)
Al Mosley, Town of Vass
Vivian Jones, Town of Wake Forest (A)
David McGowan, Town of Wilson's Mills
Jim Uzzle, Town of Wilson's Mills (A) Larry
Loucks, Town of Zebulon
Glenn York, Town of Zebulon(A)

(A)– Alternate Delegate

TJCOG staff attending:

Matt Day, Rural Mobility & Transportation Program Manager

Adam Spillman, Data Strategy Coordinator

Mary Warren, Area Agency on Aging Director

Angela Woodard, Aging Program Associate

Sean Flaherty, Principal Planner

Also attending:

Olivia Moody, CPA Audit Manager Cherry

Bekaert

April Adams, CPA Cherry Bekaert

Shantel Haskins, Administrative Support Specialist

Alana Keegan, Member Engagement Manager

Lee Worsley, Executive Director

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. Shantel Haskins, Administrative Support Specialist, 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 and asked if any delegates wanted to make changes. Hearing no changes, Chair Ferguson elected to move forward with the agenda as presented.

Recognitions and Presentations

- **Introduction of New Members and Alternates of the Board of Delegates**

Chair Ferguson asked Alana Keegan, Member Engagement Manager to introduce this item and recognized the following newly appointed delegates and alternate delegates to TJCOG Board of Delegates.

Holly Springs- Timothy Forrest (Delegate)

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

Orange County- Jamezetta Bedford (Alternate)

Pinehurst-Jeff Morgan (Delegate)

Wake County- Susan Evans (Delegate) Shinica Thomas (Alternate)

Pittsboro-John Bonitz (Alternate)

Selma- Amy West Whitley (Alternate)

Chair Ferguson welcomed all new Delegates and Alternate Delegates to the region.

- **Introduction of New TJCOG Staff**

Chair Ferguson asked Mary Warren, Area Agency on Aging Director to introduce this item. Ms. Warren stated she was excited to introduce her new staff member Angela Woodard to the Board of Delegates. Ms. Woodard provided her prior work experience and how she was able to work with a few TJCOG staff members within her previous Social Worker and facilities management role. Ms. Woodard highlighted a few areas that she will be assisting with in her current role as Aging Program Associate, and how she is glad to be a part of the TJCOG team.

- **Presentation of Fiscal Year 2020-2021 Financial Statements**

Chair Kathleen Ferguson asked Lee Worsley, Executive Director to present this item.

Mr. Worsley thanked TJCOG staff members for providing Cherry Bekaert, auditing firm with all necessary financial statements and documents to complete the Fiscal Year 2020-2021 annual report. Representatives from Cherry Bekaert included April Adams, Partner Assurance Services, and Olivia Moody, CPA, Audit Manager. Ms. Adams and Ms. Moody provided a presentation of TJCOG's financial statements of Fiscal Year 2020-2021. Ms. Adams expressed the role of an external auditor in which they operate in accordance with general audit standards of the United States Government. She also added the goal of external auditor is to plan and perform reasonable assurance that financial statements are free from material misstatement.

Ms. Adams pursued a test of sustainability for significant audit areas confirming analysis and evaluation of details in assets, revenue, liabilities, expenditures, and sample supporting documents. She also mentioned the evaluation of internal controls. Ms. Adams provided the evaluation of internal controls being defined as how financial information is captured daily and ultimately get reported at the end of the year and is the financial system secure. Examples of internal controls also include how cash is received, disbursement of cash, and payroll.

Ms. Adams highlighted audit results must express opinion on Federal Compliance, express opinion on State compliance, express opinion on financial statements, express opinion on internal controls over financial reporting and compliance.

In summary TJCOG's financial audit findings for fiscal year 2020-2021 included:

- No significant deficiencies of material weakness were found.
- Operating federal grants and requirement of federal regulations.
- Revenues under budget by 3,668,996. Expenditure under budget by 3,710,949.
- TJCOG Board Members set an unassigned fund balance goal to have two-month general fund expenditures excluding past through dollars. Overall meeting goals set by organization.
- Clean opinions
- No journal entries
- No material weakness or significant deficiencies identified
- Good internal controls

Ms. Adams concluded the audit report for fiscal year 2020-2021 presentation with gratitude for management and all members of TJCOG in willingness to provide supporting financial documents and statements.

Business

TJCOG's Technical Assistance Focus in 2020-2021

Chair Ferguson asked Alana Keegan, Member Engagement Manager, to introduce this item. Ms. Keegan highlights the Technical Assistance focus area goals for local government members:

- Offer assistance to support the diverse needs of our members.
- Increase the capacity on hand to fill or duplicate assistance areas.
- Serve as an external source of guidance, technical expertise, and advocacy.
- Provide cost effective and locally driven expertise.

Ms. Keegan outlined ongoing projects which will ensure the region will receive well-deserved investments.

Ms. Keegan expressed planning for the year ahead in strengthening core offerings, developing more resources, building out capacity for day-to-day work within communities, and tracking and responding to emerging issues. In conclusion Ms. Keegan encouraged Board Members to reach out to TJCOG staff members if in need of assistance of 2022-2023 proposal service or know of emerging technical assistance that isn't currently offered.

Utilizing 2020 Census

Chair Ferguson asked Adam Spillman, Data Strategy Coordinator, to introduce this item. Mr. Spillman conveyed the 2020 Census is going through the last phase of data analysis. Mr. Spillman provided an interesting National Census fact with the 2020 US Census being the first to offer options for individuals to respond online or by phone. He also provided an interesting North Carolina fact with the fastest growth in the state being the Triangle area, Charlotte, and Wilmington. He also mentioned there are more ways to view the 2020 Census data other than official Census website. Mr. Spillman concluded his presentation with helpful links and resources that are assessable for research and comparative analysis regarding the Census.

Proposals are invited for Triangle Transportation Choices FY23 RFP

Chair Ferguson Sean Flaherty, Principal Planner to introduce this item. Mr. Flaherty stated request for proposals is open for the Triangle Transportation choices FY23 RFP until February 18, 2022. The period of performance is July 1, 2022, to June 30, 2023 following the fiscal year state calendar. He also added the Triangle Demand Management program has been in partnership with NC DOT for fifteen years in promotion of reducing vehicle miles traveled.

One RFP is the traditional call for TDM projects released annually by TJCOG. The second RFP is the is a special RFP which is being piloted. Mr. Flaherty in summary mentioned application details for both RFPs are available on TJCOG's website.

Appoint 2022 Board of Delegates Nominating Committee Members

Chair Ferguson called on previous Board Chairs and individuals interested in being on the nominating committee to be considered for appointment. The following were considered for the Nominating Committee.

Donald Rains

Ronnie Currin

Rebecca Wyhof Salmon

Jennifer Robinson

Pamela Baldwin

Timothy Forrest

Consent Agenda

- **Appoint 2022 Board of Delegates Nominating Committee Members**
- **Consideration of Amendment of Auditing Contract with Cherry Bekaert**
- **Minutes for November 17, 2021 meeting**
- **Acceptance of Fiscal Year 2020-2021 Financial Statements and Annual Audit Report**

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. Ms. Haney made a motion to approve the Consent Agenda; Ms. Freeman seconded the motion. Ms. Haskins 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:

- Welcomed all new delegates and alternate delegates to the region and encouraged all members to reach out to himself or TJCOG staff for any assistance if needed.
- Recognized Ms. Haskins for exceptional work in transition to Board Clerk.
- Provided a reminder for New Delegate Orientation on February 23, 2022, virtually from 4:30pm-6pm.
- Stated the Executive Committee has a vacancy in Moore County, and he will be in contact over the next several weeks for new appointment.
- Recognition of John Hodges-Couple retirement in April 2022. TJCOG looks forward to celebrating his service to the organization.

Chairwomen's Report

No new items to report currently.

Around the Region

Chair Ferguson stated the following question and asked all present to respond: It's a new year, what innovative projects or practices is your local government piloting or implementing this year? All delegates and alternative delegates present added updates for their respected communities.

Other Business

Chair Ferguson asked if there was any other business.

Hearing no further business, *Mr. Marshburn made a motion to adjourn the meeting; Ms. Evans seconded the motion.*

Chair Ferguson adjourned the meeting at 8:23PM.

Shantel Haskins, Recording Officer

Kathleen Ferguson, Chair

DRAFT MINUTES

Board of Delegates Retreat

Saturday, February 5, 2022

9:00 AM

Held via simultaneous communication via Zoom

Delegates and Alternate Delegates Attending:

- Kathleen Ferguson, Town of Hillsborough
- Ken Marshburn, Town of Garner
- Wilma Laney, Town of Aberdeen
- Bob Smith, Town of Angier
- Randee Haven O'Donnell, Town of Carrboro
- Jennifer Robinson, Town of Cary
- Heidi Carter, Durham County
- Tim Forrest, Town of Holly Springs
- Butch Lawter, Johnston County
- Latatious Morris, Town of Knightdale
- Kirk Smith, Lee County
- Sally Green, Orange County
- Ronnie Currin, Town of Rolesville
- Rebecca Wyhof Salmon, City of Sanford
- Byron, Town of Selma
- Amy, Town of Selma
- Bill Haiges, Town of Siler City
- Brett Gantt, Town of Apex
- DeDreana Freeman, City of Durham

TJCOG Staff Attending:

- Lee Worsley, Executive Director
- Jenny Halsey, Strategy & Operations Manager

Also Attending:

- Dr. Monica Allen, Insight Performance Management Group

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

Chair Kathleen Ferguson called the meeting to order at 9:00 AM and welcomed all attendees. Chair Ferguson reviewed the requirements for virtual public meetings. Lee Worsley, Executive Director, conducted the roll call to verify the attendance of delegates.

Review of Agenda

Chair Ferguson presented the agenda for the February 5, 2022, Board of Delegates Retreat 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.

Minutes

Triangle J COG is consulting with Dr. Monica Allen, founder of Insight Performance Management Group, for strategic planning services for the organization to include developing a strategic framework, mission, and vision. The consultant is working with a TJCOG Steering Committee that the TJCOG Board of Delegates throughout the process.

Dr. Monica Allen presented out the Environmental Scan Findings to the board. The scan included internal and external input to help understand the current landscape of the organization.

Discussions of a vision and revised mission statement for the organization followed. In addition, current focus areas and organizational priorities were reviewed and discussed. The Board of Delegates provided feedback and suggestions for additional areas of focus for Triangle J.

Dr. Monica Allen outlined the steps of the Strategic Planning process. The Board feedback will be compiled and presented out to the Steering Committee in March 2022. The Board plans to adopt the final framework in May 2022.

Hearing no further business, Mr. Ken Marshburn, made a motion to adjourn the meeting at 11:43 AM; Mr. Bill Haiges seconded the motioned.



Jenny Halsey, Recording Officer

Kathleen Ferguson, Chair