



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

MINUTES

Board of Delegates Meeting

Wednesday, May 22, 2019

Delegates and Alternate Delegates Attending:

Lewis Weatherspoon, Town of Angier
Brett Gantt, Town of Apex
Mark Wilson, Town of Archer Lodge
Marc Phillips, Town of Carthage
Jim Crawford, Chatham County
DeDreana Freeman, City of Durham
Ronnie Currin, Town of Rolesville
Bill Haiges, Town of Siler City
Diana Hales, Chatham County (A)
Ken Marshburn, Town of Garner
Jerry Medlin, Town of Benson
Ken Byrd, Town of Aberdeen

Thomas Beal, Town of Broadway
Kathleen Ferguson, Town of Hillsborough
Steve Rao, Town of Morrisville
Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Wyhof Salmon, City of Sanford
Jim Simeon, Town of Southern Pines (A)
Carol Haney, Town of Southern Pines
Pete Villadsen, Town of Holly Springs
Jennifer Robinson, Town of Cary
Cheryl Oliver, Town of Selma

Delegates Absent:

Larry Smith, Town of Fuquay-Varina
Jason Thompson, Town of Clayton
Tim Cunnup, Town of Goldston
Trinity Henderson, Town of Kenly
James Roberson, Town of Knightdale
Jay Langston, Town of Micro
David McGowan, Town of Wilson's Mills (E)
Amy Dalrymple, Lee County
David Seiberling, Town of Cameron
Sally Greene, Orange County

Butch Lawter, Johnston County
Corey Branch, City of Raleigh (E)
Michael Parker, Town of Chapel Hill (E)
Bethany Chaney, Town of Carrboro
Nancy Fiorillo, Village of Pinehurst
Lonnie English, Town of Robbins
Andy Moore, Town of Smithfield
Sig Hutchinson, Wake County
Jon Lutz, Town of Wendell
Beverly Wall Clark, Town of Zebulon

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

TJCOG staff attending:

Lee Worsley, Executive Director
Renée Boyette, Admin. & Member Services Director
Erika Brown, Planner II
Andrea Eilers, Energy & Environment Program Mgr.
John Hodges-Copple, Planning Director

Alana Keegan, Engagement Specialist
Aspen Romeyn, Principal Planner
Mary Warren, Area Agency on Aging Director
Judy Weller, Finance Director

Call to Order, Welcome & Declaration of Quorum

Chair Salmon called the meeting to order at 6:06 PM and declared that there was a quorum. Chair Salmon clarified that the agenda would be rearranged for the meeting to include budget presentations and nomination of the 501(c)(3) board at the beginning of the meeting.

Approval of Agenda

Chair Salmon presented the agenda for the May 22, 2019 Board of Delegates meeting. *Mr. Rains made a motion to approve the agenda as amended. Mr. Byrd seconded the motion; the motion was unanimously approved.*

Recognitions and Presentations

- **TJCOG Efforts to Support Housing Affordability Across the Region**

Chair Salmon asked Planner Erika Brown to present this item and remarked that Ms. Brown recently came to the City of Sanford for a housing presentation that sparked great conversation within the community and for the board. Ms. Brown explained to the board that her presentation would discuss what affordable housing is; how affordable housing is being addressed in the region; what local governments can do to address the issue; and what TJCOG is doing around affordable housing. Ms. Brown began by providing a snapshot of the topic of affordable housing and the population that are served by affordable units. She also discussed misconceptions about what affordable housing looks like and the importance of Naturally Occurring Affordable Housing (NOAH) in the region.

Ms. Brown then discussed why housing affordability is becoming such a large challenge for the region explaining that affordable housing continues to be an issue due to rapid population growth and an increase in earnings growth. Unfortunately, high-wage jobs in the region have brought many lower-wage jobs which have remained stagnant compared to the growth of wages for high-paid workers. Ms. Brown also discussed the mismatched supply and demand for housing in the region; a much larger demand for housing than the supply with a much smaller supply of affordable units. The region struggles most to provide housing for cost-burdened families and renters. Most counties in the region have an extremely high percentage of cost-burdened residents.

Ms. Brown then explained that governments have a large role in addressing housing needs through development or wage policies; reducing cross-jurisdictional commuting due to housing costs contributes to congestion and poor quality of life; and filling the gap that exists from a decrease in state and federal funding for affordable development. Ms. Brown commented that local government work falls into five overarching buckets: education, facilitation, simulation, allocation and regulation.

TJCOG's affordable housing program started several years ago with a focus on affordable housing education, helping communities understand what it really is and how it impacts their communities. Beginning in the new fiscal year, TJCOG will begin its newest housing service by

administering home repair funds for Lee, Durham and Chatham counties, and supporting home repair partners in Chatham and Orange counties.

Mr. Currin commented about a presenter from the NCLM conference who is developing a large property with a high percentage of affordable development included. Mr. Currin asked if anyone had experience or advice on how to put requirements into development deals for affordable housing. Ms. Brown explained that requirements are not allowed in North Carolina, but that communities can provide incentives for developers such as lower fees to encourage affordable units. Ms. Baldwin provided background on how Chatham County and Pittsboro are working to incentivize Chatham Park developers to include affordable housing throughout development. Mr. Rao commented that housing for veterans is another issue within the region. He then asked if the COG can help communities by being involved in future RFPs across the region with developers. Ms. Brown explained that the TJCOG Housing Practitioners' group is often open to hearing from communities that are looking for low-cost properties. Additionally, the COG is available to help with opportunity site analysis to prepare for RFPs and future development. Mr. Medlin asked how housing quality and dilapidated properties can be addressed housing in a community? Ms. Brown explained that to enforce housing quality it requires both code enforcement and incentives. Mr. Marshburn asked how Habitat for Humanity factors into the affordable housing conversation? Ms. Brown explained that those homes are income restricted. TJCOG Principal Planner Aspen Romeyn added that Habitat for Humanity of Wake County has contracted with TJCOG to assess the impact of the homes they have built on the homeowners' quality of life and economic outcomes.

Ms. Robinson mentioned this overview would be a great webinar to provide for members. Mr. Gantt asked how to determine if grants or incentives are the most valuable for a community to undertake. Mr. Worsley remarked that the staff at TJCOG working on affordable housing is outstanding and has done an amazing job growing the program, and that he looked forward to additional discussion on affordable housing at the August meeting.

Consent Agenda

- **Approval of Board of Delegates minutes – April 24, 2019**

Chair Salmon presented the Consent Agenda of the May 22, 2019 Board of Delegates meeting for review and consideration. *Mr. Wilson made a motion to approve the consent agenda as presented. Ms. Haney seconded the motion; the motion passed unanimously.*

Business

- **Adoption of TJCOG Fiscal Year 2019-2020 Budget**

Chair Salmon asked TJCOG Executive Director Lee Worsley to present the Triangle J Fiscal Year 2019-2020 Proposed Budget to the board for adoption. She remarked that the full budget resolution could be found on pages 8 and 9 of the agenda packet. Mr. Worsley provided a brief overview of the budget process and the information included within the document. He

explained that the budget was sent out to all board members and city/county managers in April. At the April Board Meeting, Mr. Worsley presented the recommended budget, discussed changes and new projects included in the budget, and the Board held the required public hearing. There were no changes requested at that time. Mr. Worsley reminded the board that the recommended budget does not include a member assessment increase, but that it was a difficult process for staff to balance the budget and organization's funds to manage service requests from member governments. Mr. Worsley commented that the board should be prepared for potential member dues increases in future years if the increase in service requests and funding sources remain constant.

Mr. Worsley then discussed highlights from the recommended budget and explained that while the TJCOG continues to do impressive work across the region, it is often work that is not recognized front and center. Mr. Worsley thanked Triangle J staff for their impressive work over their past year which included but was not limited to adding an additional six local government members and several additional staff members. He also explained that the growth of the organization was becoming an administrative burden with regards to office space in the current facility. The recommended budget also included a technology provider change from VC3 to the Town of Cary, requiring an upfront cost to the organization but resulting in 15% savings monthly, and the purchase of a new vehicle to replace an aging vehicle.

Following his presentation, Mr. Worsley presented the full budget resolution to the board for consideration. Chair Salmon commented that the budget presentation provided a great "State of the COG" overview that depicted the sound standing of the organization and great work being done.

Chair Salmon asked for a motion to adopt the recommended budget resolution as presented. *Ms. Chaney made a motion to adopt the TJCOG Fiscal Year 2019-2020 Budget Resolution. Mr. Simeon seconded; the motion passed unanimously.*

- **Appointment of Triangle J Regional Corporation 501(c)(3) Board Class of 2022**

Chair Salmon asked Jim Simeon to present the information. Mr. Simeon explained the Triangle J Regional Corporation (501c3) Board consisted of a three-year rotation for members, with several individuals rotating off the board at the end of June 2019. The Nominating Committee, chaired by Mr. Simeon, nominated a slate including Tim Kerigan, Town of Smithfield; Jay Gibson, City of Durham; Amy Dalrymple, Lee County; and Ronnie Currin, Town of Rolesville for the Board Class of 2022.

Chair Salmon asked for a motion to approve the Nominating Committee's recommended slate. *Ms. Haney made a motion to appoint the recommended Board Class of 2022. Mr. Haiges seconded the motion; the motion passed unanimously.*

- **FTZ #93 Annual Report – Calendar Year 2018**

Chair Salmon asked Administration and Member Services Director Renée Boyette to present the Research Triangle Area Foreign Trade Zone (FTZ) 2018 Annual Report. Ms. Boyette discussed the variety of products that were imported into or created in the region including lipstick, Spanx, feed bins, and transmissions. The zone currently includes 15 counties and 10 users or operators. During the 2018 calendar year, the national program received merchandise from China, Germany, the Bahamas, and Ireland; collected roughly \$4 million in duties; exported \$230,000,000 in product; and supported 4700 employees at activated sites. Ms. Boyette explained that local governments and businesses are always welcome to reach out to her for information about the zone or education about the program. Mr. Haiges, a member of the Foreign Trade Zone Board, remarked that Ms. Boyette and the FTZ have been a valuable economic development partner for local communities and often engage in educational efforts to assist and train local economic developers.

Chair Salmon asked for a motion to adopt the Foreign Trade Zone 2018 Annual Report as presented. *Mr. Rains made the motion to adopt the report. Mr. Phillips seconded the motion; the motion passed unanimously.*

- **Approval of NC Housing Finance Agency Home Repair Policies for 2019 Programs**

Chair Salmon asked Planner Erika Brown to present this item. Ms. Brown explained that through this new program administering home repair funds from the NC Housing Finance Agency (NCHFA), TJCOG is required to create and adopt assistance policies for Durham and Harnett counties. The program will help up to 10 homeowners per year, each eligible for up to \$30,000 of home repair funds in partnership with Rebuilding Together. Previously, Rebuilding Together received and administered the funds, but TJCOG has taken on this role to allow the organization to do what they do best, home repair. Both policies have been reviewed and approved by stakeholders at TJCOG, Rebuilding Together, and the NC Housing Finance Agency. Both policies were created using a template directly from the Housing Finance Agency requirements.

Chair Salmon asked for a motion to approve the 2019 policies for the TJCOG home repair program. *Mark Wilson made the motion to approve the policies. Jennifer Robinson seconded the motion; the motion passed unanimously.*

The NCHFA also requires a resolution identifying internal staff members who are approved to submit requisitions on behalf of TJCOG to receive funding for each homeowner. The NCHFA also requires a resolution identifying internal staff members who are approved to submit requisitions on behalf of TJCOG to receive funding for each homeowner. Ms. Brown explained that TJCOG proposed Principal Planner Aspen Romeyn, Planner Erika Brown, and Finance Director Judy Weller could submit funding; now the board needed to adopt a resolution approving these three individuals.

Chair Salmon asked for a motion to adopt the resolution approving Aspen Romeyn, Erika Brown and Judy Weller for submitting requisitions. *Jim Simeon made the motion to adopt the resolution. Pamela Baldwin seconded the motion; the motion passed unanimously.*

Chair's Report

Chair Salmon remarked that she fully enjoyed being chair of the board and the great conversations that have come from the governing body. The next full governing body meeting will be held on August 28, 2019 and the Executive Committee will meet on June 26, 2019.

Executive Director's Report

Mr. Worsley reminded the board that member visits are going on individually with each community and thanked the board for their ongoing support of TJCOG.

Around the Region

Chair Salmon asked board members to share their community's top housing challenges during this time.

Other Business

None at this time.

Closing Business

Having no further business, Chair Salmon asked for a motion to adjourn the meeting. *Mr. Marshburn made a motion to adjourn. Mr. Gantt provided the second; the motion passed unanimously.* Chair Salmon adjourned the meeting at 7:59 PM.

Alana Keegan

Alana Keegan, Recording Officer

Rebecca Wyhof Salmon

Rebecca Wyhof Salmon, Chair