



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

MINUTES

Board of Delegates Meeting

Wednesday, April 22, 2020

6:00 PM

Held via simultaneous communication on WebEX

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
Bob Smith, Town of Angier
Brett Gantt, Town of Apex
Mark Wilson, Town of Archer Lodge
Jerry Medlin, Town of Benson
Thomas Beale, Town of Broadway
Donald Andrews, Town of Broadway (A)
David Seiberling, Town of Cameron
Ranee Haven-O'Donnell, Town of Carrboro
Michael Parker, Town of Chapel Hill
James Crawford, Chatham County
DeDreana Freeman, City of Durham
Larry Smith, Town of Fuquay-Varina
Ken Marshburn, Town of Garner
Kathleen Ferguson, Town of Hillsborough
Shaun McGrath, Town of Holly Springs
Butch Lawter, Johnston County
Jessica Day, Town of Knightdale (A)

Amy Dalrymple, Lee County
Steve Rao, Town of Morrisville
Sally Greene, Orange County
Pamela Baldwin, Town of Pittsboro
Kevin Drum, Village of Pinehurst
Jane Hogeman, Village of Pinehurst (A)
Don Rains, Town of Princeton
Ronnie Currin, Town of Rolesville
Michelle Medley, Town of Rolesville (A)
Rebecca Wyhof Salmon, City of Sanford
Bill Haiges, Siler City
Byron McCallister, Town of Selma
Andy Moore, Town of Smithfield
Carol Haney, Town of Southern Pines
Sig Hutchinson, Wake County
Chad Sary, Town of Wake Forest
David McGowan, Town of Wilson's Mills
Larry Loucks, Town of Zebulon

Delegates Absent:

Jimmy Chalfinch, Town of Carthage
Jennifer Robinson, Town of Cary
Jason Thompson, Town of Clayton
James Hill, Durham County
Tim Cunnup, Town of Goldston
Trinity Henderson, Town of Kenly

Lonnie English, Town of Robbins
Corey Branch, City of Raleigh
Jon Lutz, Town of Wendell
Jay Langston, Town of Micro
Carol Haney, Town of Southern Pines (E)

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

TJCOG staff attending:

Lee Worsley, Executive Director
Hallie Allen, Office Assistant
Renée Boyette, Administration & Member Services Director
Jenny Halsey, Local Government Consultant/HR Officer

John Hodges-Copple, Regional Planning Director
Alana Keegan, Engagement Specialist
Judy Weller Finance Director

Call to Order, Welcome & Declaration of Quorum

Chair Crawford called the meeting to order at 6:02 PM and noted this Board of Delegates meeting was being held via simultaneous communication on the WebEx platform and was being livestreamed on TJCOG's website. Chair Crawford conducted a roll call to verify the attendance of delegates and alternates then declared there was a quorum present.

Approval of Agenda

Chair Crawford presented the agenda for the April 22, 2020 Board of Delegates meeting and asked for a motion to approve. *Ms. Ferguson made a motion to approve the agenda as presented. Mr. Haiges seconded the motion; the motion was passed unanimously.*

Recognitions and Presentations

None.

Consent Agenda

- **Approval of Board of Delegates minutes – January 22, 2020**
- **FY 2020 Budget Amendment No. 2 & Interim Budget/Expenditure Comparison Report**

Chair Crawford presented the Consent Agenda for approval. *Mr. Wilson made a motion to approve the Consent Agenda as presented. Mr. Rao seconded the motion; the motion was passed unanimously.*

Business

- **Presentation of FY 2021 Recommended Budget**

Lee Worsley, TJCOG Executive Director, presented the TJCOG FY 2021 Recommended Budget and Work Plan. TJCOG is required by law to have the proposed budget distributed to the Board by April 15th. TJCOG officers will meet in early May to discuss feedback from the April Board of Delegates meeting. TJCOG is scheduled to have the budget prepared and presented to the Board of Delegates on May 27th for adoption.

Impact of COVID

Mr. Worsley shared he is proud of the staff and their flexibility over the past few weeks, as they have transitioned 100% to a telework environment and responded to member and regional needs through COVID-19. Mr. Worsley recognized the Town of Cary, who provides technical support to TJCOG. AmeriCorps volunteer work has stopped but accommodations have been made in Durham to meet hourly requirements. Weekly calls are being held with HR directors, and municipal and county managers and assistants to discuss how to move forward in planning around COVID-19. TJCOG created a policy tracker to organize policy changes for member governments to increase efficiency in policymaking during the pandemic. Mr. Worsley thanked the Executive Committee for organizing quickly to update emergency sick leave requirements in the Personnel Policy. He also thanked the Finance Department for their efforts in processing payroll in preparing the budget. Mr. Worsley recognized the Area Agency on Aging for providing

technical assistance to providers on use of funds, support to staff, and coordinating with the National Guard and foodbanks for food delivery for older adults.

Budget: By the Numbers

The 2020-2021 recommended budget is \$16,746,109 (best case scenario), which is an approximately 3.67% increase from last year's adopted budget of \$16,152,260. Mr. Worsley stated TJCOG's budget was nearly complete when COVID-19 took place in March. As of right now, the pandemic does not present a threat to next year's funding. TJCOG is funded on projects, deliverables, and expectations of local, state, and federal governments. TJCOG does not have a pool of sales taxes or property taxes. Mr. Worsley shared that TJCOG's plan is to monitor its funding sources and programs to deal with any possible issues fund by fund.

Member Dues

Mr. Worsley recognized TJCOG needs to have a conversation about member dues, however this year is not the year to do so. TJCOG recommends member dues remain the same for next year. Current member assessments are \$0.39 per capita up to 150,000 population and \$.20 per capita after 150,000 population. Dues have not increased since 1996-1997. Member dues are used to (1) match funds for projects requiring a local match (2) for contingency and fund balance replenishment and (3) to pay a portion of salaries for 16 TJCOG staff members. Mr. Worsley stated member dues serve as the foundation for all funding. The demands for matches using member dues are going up. Member assessments represents about 4% of the total budget. Six TJCOG projects require a local match, representing \$59,071 in member assessments.

Priorities

Mr. Worsley stated the following areas were priorities for FY 2020-2021. The highlights for each area are as follows:

- Aging and Human Services
 - Area Agency on Agency will present the New Regional Area Plan for Aging and Human Services 2020-2024 for adoption.
 - Area Agency on Agency will present the plan to the Board for deliberation next month.
- Affordable Housing
 - Partnerships with member governments will continue to provide technical assistance and best practice work.
 - TJCOG will continue to work with Lee, Durham, and Harnett counties to administer home repair funds.
 - TJCOG is working with the Local Government Federal Credit Union and Self-Help Credit Union to expand housing work.
- Economic Development
 - Mr. Worsley anticipates that the COVID-19 pandemic will present new opportunities for work related to economic development.

- TJCOG is entering its third year as the US EDA Economic Development District; the focus in 2021 is to work on the comprehensive economic development strategy.
- TJCOG is helping build capacity for economic development activities with the Environmental Protection Agency through the Brownfields Consortium, where partners share resources for brownfields development.
- Foreign Trade Zone #93 is a long-standing economic development tool for communities that allows approved businesses to realize duty savings, improve supply chain efficiency, and increase their competitive edge over foreign-based competitors. The FTZ program has been crucial in retaining jobs for the private sector.
- Resilience
 - In 2019, the Board of Delegates directed TJCOG to focus on flooding and storm water.
 - TJCOG is currently waiting on EDA for updates on a very large potential grant for storm water infrastructure mapping.
 - COVID-19 has shed new light on resiliency opportunities in comparison to traditional weather-related items.
 - The importance of cybersecurity has re-emerged in the region due to the increased use of technology resources.
- Strategy and Innovation
 - TJCOG currently brings together staff from across local governments in the region who are working on strategic planning initiatives.
 - The Strategy and Innovation Group wants to develop a Regional Academy to provide an opportunity for local governments to learn together about strategy and innovation and solve probs together versus on their own.
 - TJCOG identifies data and GIS as a huge opportunity.
- Technical Assistance to our Members
 - Over the past few years, TJCOG has not prioritized technical assistance as much as they could have.
 - TJCOG has recently helped several member governments on their land use plans; there has been some discussion about assisting members on land use planning daily.
 - Mr. Worsley is beginning to meet with several local governments on solid waste and recycling issues in response to the region's growing issues on recycling and solid waste.
 - TJCOG donated several laptops to smaller governments, which helped them telework during COVID-19.
 - TJCOG partners with the Piedmont Triad Regional Council to offer many different HR opportunities.
 - TJCOG is working with the Cape Fear River Assembly on their strategic plan.
 - Mr. Worsley stated that he is excited about the Regional Recruitment Partnership. It was developed out of the 2018 Regional Summit and the Sandbox Challenge. Twenty local police departments to date have partnered with TJCOG

to diversify law enforcement recruitment and promote careers in law enforcement.

- In the “Outside the Sandbox Podcast Series”, Mr. Worsley interviews individuals across the region to get their perspectives on important topics.
- Mr. Worsley and Jenny Halsey, Human Resource Officer, facilitates the local government managers of Moore County. Previously, the managers were not meeting regularly.
- The “Drug and Alcohol” program will continue to support member governments in the region.
- Transportation
 - Transportation is a very large priority for TJCOG.
 - “Safe Routes to School” is a new project where TJCOG does outreach in the community for education in elementary and middle schools throughout the region. It is funded by the North Carolina Department of Transportation.
 - The “Triangle Area Rural Transportation Planning Organization” program will continue.
 - TJCOG supports the Durham-Chapel Hill-Carrboro and the Capital Area Metropolitan Planning Organizations’ by acting as the data source for both organizations.
 - The “Transportation Demand Management” program is a very large portion of the budget. It promotes alternatives to single occupancy vehicles.
- Water Resources
 - Water resources projects are a long-standing priority at TJCOG.
 - TJCOG serves as the Administrative and Fiscal Agent for the newly established Triangle Water Supply Partnership.
 - As part of the Jordan Lake One Water initiative, TJCOG leads several workgroups of various stakeholders to develop recommendations for financial structure, evaluation metrics, and monitoring requirements.

Employee Items

- The budget includes a proposed 3% merit increase for employees that meet or exceed expectations.
- No new staff members are recommended as part of next year’s budget.
- There is 1 staff reclassification recommended in the Area Agency on Aging.
- TJCOG received a favorable increase in health insurance this year at 2%.

Indirect Expenses

- Indirect budget includes facility lease, technology costs, finance department, office assistants and executive director salaries, legal costs, and office equipment costs.
- Overhead costs are charged across every department to pay for indirect expenses.
- Ways to lower indirect costs are to cut expenditures in indirect costs or increase program revenues.

Contingency update

- Last year revenues were tight and there was no room to set funds aside for contingency.
- This year contingency is budgeted at \$46,343 to use for unknown issues that may arise or match local government funding.

Questions in response to Presentation of FY 2021 Recommended Budget

Ms. Laney asked if the list of identified priorities was presented in order of priority. Mr. Worsley answered no, they are all priorities.

Ms. Baldwin asked what the State is trying to do with the Area Agency on Aging in response to COVID-19. Mr. Worsley stated the Area Agency on Agency Director communicates what she is hearing from multiple agency service providers with the State. Mr. Worsley also stated TJCOG is newly engaged with the State of NC and the National Guard to coordinate food delivery with a specific focus on the elderly. TJCOG's role with long term care facilities for senior adults is based on residents' rights and advocacy, which is different than authority from the state.

Ms. Hageman asked why smaller members pay greater dues per capita in comparison to larger towns. Mr. Worsley answered all members pay \$0.39 per capita for each resident up to 150,000 and once the population exceeds 150,000, the dues reduce to \$0.20. Larger communities pay \$0.39 for the first 150,000; the population threshold was changed from 100,000 to 150,000 several years ago and the Board delegated the additional funds generated were to be used for development and infrastructure work. Ms. Hageman suggested that if TJCOG seeks to receive more membership dues, they should have assessments be more consistent. Mr. Hodges-Copple explained there used to be a lower threshold for member assessments before there was a need for development and infrastructure. Mr. Worsley added there are other ways member governments pay for services directly provided by TJCOG.

Mr. McGrath asked for a comparison of member assessments with other COGs for next year. Chair Crawford asked staff to provide comparable member assessments for in state and out of state COGs.

Mr. Drum thanked TJCOG for coordinating regular managers meetings for the Village of Pinehurst and other towns in Moore County.

Mr. Rao asked if members had different ideas about strategy and innovation, how to bring best practices on collaboration and data to TJCOG's attention as it relates to strategy and innovation. Mr. Worsley answered all questions relative to strategy and innovation can be directed to Jenny Halsey, TJCOG's Local Government Consultant/Human Resources Officer. Mr. Rao further expressed COVID-19 will likely affect town budgets, therefore the need for regional collaboration is greater than ever.

Mr. Gantt asked for an explanation of why there is a change in contracts year to year in the budget. Mr. Worsley explained contracts are for different projects for different entities and it's natural to see that fluctuate based on the work TJCOG has been asked to do.

- **Open Public Hearing for FY 2021 Recommended Budget**

Chair Crawford asked for a motion to officially open the public hearing. *Mr. Marshburn made a motion to open the public hearing on the TJCOG FY 2021 Recommended Budget . Ms. Laney seconded the motion; the motion was unanimously approved. Chair Crawford opened the public hearing at 7:10pm.*

Chair Crawford reported that no comments had yet been submitted and explained that the public could submit comments via tjcog@tjcog.org. He said the public hearing will be held open for 20 minutes while the Board moves to other items on the agenda.

- **Resolution of Support for Rail Corridor Acquisition by NCDOT**

TJCOG Regional Planning Director John Hodges-Copple presented the Resolution of Support for Rail Corridor Acquisition, which was a request by integrated mobility personnel at the North Carolina Department of Transportation. There is a federal grant program that provides funds for purchasing track and right-of-way. Mr. Hodges-Copple shared that the Commonwealth of Virginia recently purchased part of the S-Line and it extends into North Carolina. NCDOT plans to apply for funds to continue the rail corridor acquisition to extend the S-Line. Mr. Hodges-Copple stated TJCOG's ask is to continue the resolution.

Mr. Hutchinson, noted he is chair of CAMPO, and shared this is a major opportunity for the region regarding transportation. If the NCDOT can provide the S-Line, it would provide a high-speed connection to Virginia and come through Wake Forest. Downtown Wake Forest to Downtown Raleigh would be a 23-minute ride versus the current Capital Boulevard commute via automobile. Apex, Cary, Raleigh, and Wake Forest would connect on the North to South commuter rail network in connection to the existing East to West with Garner, Raleigh Morrisville, Cary, RTP-Durham. Chair Crawford shared that Chatham County has already passed a resolution in favor of this transportation plan.

Ms. Dalrymple made a motion to approve the Resolution of Support for Rail Corridor Acquisition by NCDOT. Mr. Hutchinson seconded the motion; the motion was passed by a unanimous vote.

Chair's Report

Chair Crawford stated he will send out an email reminder to the nominating committee. Chair Crawford stated the nominating committee will present its report and a proposed slate of officers for FY2021 at the May Board of Delegates meeting.

Executive Director's Report

Mr. Worsley stated there was no further business to report. He stated COVID-19 challenges could present opportunities to collaborate and TJCOG is here and ready to assist members. He complimented Chair Crawford on facilitating the meeting and thanked TJCOG staff for all that they have been doing to adjust to COVID-19.

Closure of Public Hearing on FY 2021 Recommended Budget

Chair Crawford confirmed that no inquires or comments came in for the public hearing and that the designated 20-minute waiting period had expired.

Chair Crawford asked for a motion to close the public hearing. *Mr. Smith motioned to close the public hearing. Mr. Rains seconded the motion; the motion was passed with a unanimous vote. Chairman Crawford closed the public hearing at 7:22 pm.*

Around the Region

Chair Crawford asked each delegate to share how their communities are dealing with COVID-19 and share any questions or concerns with the group. Chair Crawford called the roll to acknowledge each member in attendance during the virtual meeting.

Other Business

Mr. Wilson asked the Board of Delegates to observe a moment of silence to recognize those families and workers impacted by this pandemic. Chair Crawford concurred and asked the Board to observe this moment of silence.

Having no further business, *Mr. Smith made a motion to adjourn. Mr. McGrath seconded the motion; the motion passed unanimously. Chair Crawford adjourned the meeting at 8:31 PM.*



Hallie Allen, Recording Officer



James G. Crawford, Chair