



TRIANGLE J COUNCIL OF GOVERNMENTS

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MINUTES

Board of Delegates Meeting

Wednesday, April 24, 2019

Delegates and Alternate Delegates Attending:

Ken Byrd, Town of Aberdeen
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
Larry Smith, Town of Fuquay-Varina
David Seiberling, Town of Cameron
Ronnie Currin, Town of Rolesville
Bill Haiges, Town of Siler City
Beverly Wall Clark, Town of Zebulon
Jessica Day, Town of Knightdale (A)

Thomas Beal, Town of Broadway
Sally Greene, Orange County
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)
Bridget Wall-Lennon, Town of Wake Forest
James Hill, Durham County
Carol Haney, Town of Southern Pines
Pete Villadsen, Town of Holly Springs
Butch Lawter, Johnston County

Delegates Absent:

Ken Marshburn, Town of Garner (E)
Jerry Medlin, Town of Benson (E)
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
Jennifer Robinson, Town of Cary
David McGowan, Town of Wilson's Mills (E)
Amy Dalrymple, Lee 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
Cheryl Oliver, Town of Selma (E)
Andy Moore, Town of Smithfield
Sig Hutchinson, Wake County
Jon Lutz, Town of Wendell

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

TJCOG staff attending:

Lee Worsley, Executive Director
Renée Boyette, Administration & Member
Services Director
Andrea Eilers, Energy & Environment Program
Manager

Alana Keegan, Engagement Specialist
Jen Schmitz, Principal Planner
Maya Cough-Schulze, Planner II
Mary Warren, Area Agency on Aging Director
Judy Weller, Finance Director



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Kaley Huston, Planner II

Call to Order, Welcome & Declaration of Quorum

Chair Salmon called the meeting to order at 6:00 PM and declared a quorum in attendance. She welcomed all to the April 24th meeting and introduced two new delegates joining the board: Larry Smith from Fuquay-Varina and Beverly Wall Clark from Zebulon. Larry Smith conveyed his excitement to be on the Board; he is a retired police chief but is learning a great deal in his new role. Beverly also expressed excitement about returning to the Board after a hiatus. Chair Salmon clarified that there was a quorum. Chair Salmon then provided Johnston County Commissioner Butch Lawter with a plaque for his service as the Clayton delegate prior to his new role for the county.

Approval of Agenda

Chair Salmon presented the agenda for the April 24, 2019 Board of Delegates meeting. *Mr. Rains made a motion to approve the agenda as presented. Mr. Byrd seconded the motion; the motion was unanimously approved.*

Recognitions and Presentations

• Introduction of new TJCOG Staff Member

Chair Salmon asked TJCOG Principal Planner Jen Schmitz to make this introduction. Ms. Schmitz introduced Maya Cough-Schulze, TJCOG's newest staff member, a Program Analyst for the Energy and Environment Program who came to the COG from the North Carolina Division of Water Resources (DWR). Ms. Cough-Schulze provided a brief presentation on herself and her background. Previously she worked at NCDWR on watershed planning and restoration grants, and before that she worked in the private sector. Ms. Cough-Schulze will be leading TJCOG's Clean Water Education Partnership program, which provides direct education around stormwater management; working on stormwater infrastructure field mapping in Siler City; and assisting with a variety of other new and ongoing projects. Chair Salmon welcomed Ms. Cough-Schulze to the organization.

• Presentation of FY 2020 Recommended Budget

Chair Salmon introduced TJCOG Executive Director Lee Worsley to provide an overview and formal presentation of the Fiscal Year 2019-2020 Recommended Budget. Mr. Worsley began by giving background on the budget process and explained that all board members should have received the official budget document via email several weeks ago. The organization is a local government by law and required to follow local government policies and statutes, however the budget is quite different from the budgets of other local governments. The recommended budget for the upcoming year is \$16,152,260, a 12% increase from the previous year. This additional money is derived from revenues and additional grants for projects.



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Mr. Worsley stated that this year's budget was extremely difficult to balance; members are asking for increasing staff time and an increasing number of opportunities with no increase in dues. Dues have not increased in over 20 years causing more pressure on new revenues and limited flexible money to run the organization. Dues are primarily used for three purposes: project matching, contingency, and salaries for 14 TJCOG staff members. Member dues are 3.9% of the total budget but are critical to the organization – as a member organization, membership is required to remain active.

Mr. Worsley highlighted the budget priorities for the new fiscal year: Affordable Housing, Transportation, Economic Development, Service to our Member Governments, Aging Services, Infrastructure, and Resilience. Affordable housing work is increasing rapidly across the member governments with efforts focused around education, technical assistance, research and data/analysis, and fund administration. Mr. Worsley stated that the organization is heavily involved in work behind the scenes on transportation, transit, and coordination across the region. Service to member governments continues to increase in many new ways including, but not limited to, the 2019 Sandbox Challenge, coordinated recycling opportunities and facilitation. The new Economic Development Designation from the US Economic Development Administration has allowed the organization to focus research, data, and grant assistance activities.

Mr. Worsley then discussed items that impact TJCOG staff. The recommended budget includes a 3% salary increase for employees that meet or exceed performance expectations; the addition of two new positions, an Assistant Area Agency on Aging Director, which will be hired in January 2020, and a Local Government Consultant/Human Resources Officer; and an expected 15.3% increase in health insurance. In the past two years, the organization had no increase in health insurance costs due to a switch in health insurance providers.

Mr. Worsley also noted the recommended budget includes several organizational needs to be appropriated from fund balance. These include the purchase of a new vehicle, implementation of a strategic planning process, and a change in the organization's technology services provider. The technology change requires a \$20,000 start-up cost but will realize a 15% savings in monthly costs.

Mr. Worsley then explained the indirect rate for the organization, which covers all organizational and administrative costs. The indirect rate for the recommended budget is 42%. Mr. Worsley also provided an update on contingency, which is recommended at a lower number than prior years due to a need for funding within the organization.

After his presentation, Mr. Worsley turned the floor back over to Chair Salmon. Chair Salmon thanked both Lee Worsley and Finance Director Judy Weller and remarked how impressive the work is that the organization is currently doing.



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- **Conduct Public Hearing on Triangle J FY 2019-2020 Recommended Budget**

Chair Salmon asked for a motion to open the public hearing. *Mr. Phillips made a motion to open the public hearing. Mr. Rao provided the second; the motion passed unanimously. Chair Salmon opened the public hearing at 6:35 PM.*

Mr. Wilson asked a question regarding the organization's vehicle and the ability to finance a vehicle rather than outright buying one. Mr. Worsley explained that financing a vehicle is not allowed for Councils of Governments. Mr. Wilson also remarked he is very pleased to see the Veteran's Directed Services program in the budget. The program is a partnership with the Durham VA.

Mr. Rains asked how staff will continue to fit in the office or if they will work from home as the organization continues to grow so rapidly. Mr. Worsley explained that the organization has four to five years left on the lease in the current space, but there are continued conversations around space to fit the growing number of employees.

Ms. Baldwin asked if the organization is thinking about expanding administrative services beyond home repair, such as to 501(c)(3) administrative services. Mr. Worsley remarked staff is discussing ways to provide administrative services to non-profit organizations, so those organizations can focus on direct service.

Mr. Rao remarked that the organization is continually improving and providing more services. He then asked if there are opportunities to work on grants around smart cities efforts with members such as the Town of Cary. Mr. Worsley explained that there has been little reception on the topic to this point and that other organizations are doing great work in this arena.

Chair Salmon asked for final comments and a motion to close the public hearing. Mr. Rao made a motion to close the public hearing. Mr. Haiges provided the second. Chair Salmon closed the public hearing at 6:47 PM.

Chair Salmon noted the budget would be presented for approval at the May Board of Delegates meeting.

- **Resiliency: Setting Regional Policy Goals**

Chair Salmon noted the resiliency discussion is in follow up to conversation at the January Board of Delegates meeting and asked TJCOG Principal Planner Jen Schmitz to lead this discussion. Ms. Schmitz provided background on the resiliency conversation that occurred at the January Board of Delegates meeting. The hope is that a resilient community can bounce back from critical stressors quicker. Ms. Schmitz discussed the changing region including increasing extreme rain events, higher temperatures, longer periods of drought, and robust population growth. The impact of extreme natural disasters, such a Hurricane Florence, was massive with a gap of \$8.8 billion dollars. Resilience assessments can help communities



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prioritize investment within their communities and across the region. In the coming months, TJCOG will work closely with the new NC Office of Recovery and Resiliency to utilize funding opportunities and leverage new funding from US Economic Development Administration delegated from Hurricane Florence funding.

Ms. Schmitz explained staff now looked to the Board to help the organization prioritize the areas which TJCOG would focus on in the coming fiscal year. Delegates broke out into five groups to discuss five themes – Aging Infrastructure, Flooding, Data Security, Emergency Communication, and Economic Recovery - and identify two as priorities for the organization around resiliency. Upon returning from breakout groups, the Board identified aging infrastructure and flooding as resilience priorities for TJCOG in 2019 through a ranked vote.

Consent Agenda

- **Approval of Board of Delegates minutes – January 23, 2019**
- **Fiscal Year 2018-2019 Quarterly Financials and Budget Amendment**
- **Approval of Fiscal Year 2018-2019 contract to prepare Financial Statements and Audit Account and Management Representation Letter**

Chair Salmon presented the Consent Agenda of the April 24, 2019 Board of Delegates meeting for review and consideration. *Ms. Ferguson made a motion to approve the consent agenda as presented. Ms. Freeman seconded the motion; the motion passed unanimously.*

Business

- **Report from The Forum Members on Legislative Day**

Chair Salmon introduced Town of Princeton delegate and Forum representative Don Rains to provide a summary of The Forum's Legislative Day. Mr. Rains remarked that the Forum met with major leadership in the NC House and the Senate. It appears that Councils of Governments will be utilized more by the legislature around broadband, water resources, mapping and more. An ask for \$100,000 for water and wastewater infrastructure planning is likely to be included by the legislature in the state budget for the upcoming year. Ms. Ferguson added that there was a lot of interest in using the organizations more in the future. Mr. Worsley thanked both the elected officials and staff who put together Legislative Day.

Chair's Report

Chair Salmon did not have a report.

Executive Director's Report

Mr. Worsley told the Board that his full report could be found in print form at their seat.

Around the Region

Chair Salmon asked each delegate to share one project that they felt would be beneficial for Triangle J to pursue that fell within the two selected priority areas around resiliency: aging infrastructure and flooding.



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Other Business

None at this time.

Closing Business

Having no further business, Chair Salmon asked for a motion to adjourn the meeting. Mr. Rao made a motion to adjourn. Mr. Weatherspoon provided the second; the motion passed unanimously. Chair Salmon adjourned the meeting at 7:58 PM.

Alana Keegan, Recording Officer

Rebecca Salmon, Chair