



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

MINUTES

Board of Delegates Meeting

Wednesday, January 27, 2021

6:00 PM

Held via simultaneous communication via Microsoft Teams

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
 Bob Smith Town of Angier
 Brett Gantt, Town of Apex
 Mark B. Wilson, Town of Archer Lodge
 Jerry Medlin, Town of Benson
 Thomas Beal, Town of Broadway
 Randeé Haven O'Donnell, Town of Carrboro
 Dan Bonilla, Town of Carthage
 Jim Crawford, Chatham County
 DeDreana Freeman, City of Durham
 Heidi Carter, Durham County
 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)

Kirk Smith, Lee County
 Arianna Lavalley, Lee County (A)
 Steve Rao, Town of Morrisville (A)
 Sally Greene, Orange County
 Kevin Drum, Village of Pinehurst
 Ronnie Currin Town of Rolesville
 Michelle Medley, Town of Rolesville (A)
 Rebecca Salmon, City of Sanford
 Byron McAllister, Town of Selma
 Bill Haiges, Town of Siler City
 Andy Moore, Town of Smithfield
 Sig Hutchinson, Wake County
 Susan Evans, Wake County (A)
 Chad Sary, Town of Wake Forest
 Joe DeLoach, Town of Wendell (A)
 David McGowan, Town of Wilson's Mills

Delegates Absent:

VACANT, Town of Cameron
 Jennifer Robinson, Town of Cary
 Michael Parker, Town of Chapel Hill
 Jason Thompson Town of Clayton
 Tim Cunnup, Town of Goldston
 Trinity Henderson, Town of Kenly
 VACANT, Town of Knightdale
 Jay Langston, Town of Micro
 Satish Garimella, Town of Morrisville
 Jeff Holt, Town of Pine Level

Pamela Baldwin, Town of Pittsboro
 Donald Rains, Town of Princeton (E)
 Corey Branch, City of Raleigh
 Vacant, Town of Robbins
 Cheryl Oliver, Town of Selma (A) (E)
 Carol Haney, Town of Southern Pines
 Vivian Jones, Town of Wake Forest (A) (E)
 Phil Tarnaski, Town of Wendell
 Larry Loucks, Town of Zebulon

(A) – Alternate Delegate

(E) – Excused Absence

TJCOG staff attending:

Emily Barrett, Natural Resources & Resilience
Program Manager
Renée Boyette, Administration Officer
Erika Brown, Housing Program Manager
Sean Flaherty, Principal Planner

Shuchi Gupta, Program Coordinator
Katrese Hale, Planner II
Alana Keegan, Member Engagement Manager
Judy Weller, Finance Director
Lee Worsley, Executive Director

Also Attending:

April Adams, Cherry Bekaert

Amber Metts, Cherry Bekaert

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

First Vice Chair Kathleen Ferguson called the meeting to order at 6:00 PM and welcomed all attendees. She noted that Mayor Rains will not be in attendance. Renée Boyette, TJCOG Administration Officer, conducted the roll call to verify the attendance of delegates and alternates, then declared a quorum was present.

Review of Agenda

First Vice Chair Ferguson presented the agenda for the January 27, 2021 Board of Delegates meeting and asked for any edits to the agenda. Mr. Haiges made a motion to approve the agenda; Ms. Salmon seconded the motion. Hearing no changes, First Vice Chair Ferguson declared the agenda approved by consent.

Recognitions and Presentations

- ***Moment of Silence and Introduction of A Resolution in Memory and Honor of Kevin Dodson, Former Alternate Delegate to the Triangle J Council of Governments***

First Vice Chair Ferguson announced the passing of Kevin Dodson, a former Lee County Commissioner, on December 3, 2020. First Vice-Chair Ferguson pointed out the Resolution included in the agenda packet and said the Resolution was included for consideration on the Consent Agenda. She opened the floor for any Board members to provide comments.

Rebecca Salmon commented that Mr. Dodson really cared about the community and had a real passion for Lee County and its residents. He will be missed by the community.

Arianna Lavallee noted she had the pleasures of serving with Mr. Dodson, noting he was funny, kind and really cared about the community.

First Vice-Chair Ferguson asked the Board of Delegates to observe a moment of silence in honor of Mr. Dodson.

- **Recognition of Outgoing Triangle J Delegates**

First Vice Chair Ferguson noted the following individuals have rotated off the TJCOG Board:

- Jon Lutz, Town of Wendell
- John Boyette, Town of Wendell
- Brenda Howerton, Durham County
- Lonnie English, Town of Robbins
- James Roberson, Town of Knightdale

She expressed her appreciation to each of these delegates and wished them well.

- **Introduction of New Triangle J Delegates and Alternate Delegates**

First Vice Chair Ferguson commented that TJCOG has a number of new delegates and alternate delegates and recognized the following:

<u>JURISDICTION</u>	<u>DELEGATE</u>	<u>ALTERNATE</u>
Siler City		Lewis Fadeley
Durham County	Heidi Carter	Nida Allam
Pine Level	Jeff Holt	Greg Baker
Lee County	Kirk Smith	Arianna Lavallee
Carthage	Dan Bonillo	
Orange County		Renée Price
Hillsborough		Matt Hughes
Wake County		Susan Evans
Wendell	Phil Tarnaski	Joe DeLoach

She asked those attending to provide introductory remarks. After remarks, First Vice Chair Ferguson welcomed all to the Board of Delegates.

- **Introduction of New Staff Members**

First Vice Chair Ferguson asked Lee Worsley, TJCOG Executive Director, to introduce this topic. Mr. Worsley said he is excited to welcome new staff members to TJCOG and introduce them to the Board of Delegates.

Mr. Worsley asked Erika Brown, TJCOG Housing Program Manager, to introduce a new team member. Ms. Brown introduced Katrese Hale as a planner II focused primarily on housing projects.

Ms. Hale introduced herself and provided background information. She said she will provide expertise on housing technical assistance projects, assist in the administration of home repair programs, and seek new opportunities to serve TJCOG member communities. She said she joined TJCOG because of the opportunity to make a regional impact in underserved communities, all while offering flexibility.

Mr. Worsley said we are thrilled to have Katrese as part of our growing housing focus area.

Next, Mr. Worsley, introduced Emily Barrett, as TJCOG's Natural Resources & Resilience Program Manager.

Ms. Barrett introduced herself and noted she is taking over the water resources programs at TJCOG. She provided background information. In addition to water resources, she said her projects will include air quality/energy/climate, solid waste, and resilience.

First Vice Chair Ferguson asked the Board to join her in welcoming Ms. Hale and Ms. Barrett to the TJCOG staff.

Business

- **Presentation of FY 2019-20 Financial Statements and Annual Audit Report**

First Vice Chair Ferguson asked Mr. Worsley to start this presentation. Mr. Worsley noted the [link to the audit report](#) was in the agenda packet. He expressed his pride in the TJCOG staff and the work they do in a fiscally responsible way. He congratulated finance staff, Finance Director Judy Weller and Finance Specialist Maurice Jackson, for a job well done, as well as all staff.

Amber Metts introduced herself as an audit manager at Cherry Bekaert. She echoed the comments about Judy Weller and Maurice Jackson.

Ms. Metts explained the role of the external auditor and noted it is the auditor's responsibility to plan and perform the audit each year to obtain reasonable assurance that the financial statements are free from material misstatements. This also includes testing against the applicable compliance requirements. She said the Board will see four opinions in the financial statements.

Ms. Metts said the financial statement is an unmodified opinion which is the highest assurance they can give and the same for internal control over financial reporting, federal compliance, and state compliance.

Ms. Metts said audit standards require they understand the organization's internal controls, and they are required to test these controls. This year they tested payroll with no findings.

Ms. Metts said they are also required to test journal entries. She said they got a big data dump of the general ledger. This year they used an artificial intelligence tool called Mind Bridge and there were no findings.

Ms. Metts also noted they look at information technology controls and the COG follows IT best practices.

Ms. Metts identified receivables and revenues, payroll, pensions and OPEB, and single audit as the significant audit areas of testing this year. These areas were tested substantively. The Aging area was tested as the single audit major program and no findings were noted.

Ms. Metts provided the following audit results:

- Opinions – unmodified opinion - financial statements, internal control over financial reporting and federal and state single audit
- Internal Controls - no significant deficiencies or material weaknesses
- Single Audit - No findings
- Required Communications – no significant account policy changes; no changes to the significant estimates: allowance, depreciation, OPEB, pension; no journal entries.

Ms. Metts said that even with the difficulties and challenges of the past year, TJCOG was able to add \$500,000 to the fund balance even though revenues were under budget. TJCOG is now actually exceeding the fund balance policy for 2020.

Ms. Metts said the OPEB trust fund assets increased by \$71,000 but liabilities increased as well.

Ms. Metts asked if there were any questions. Hearing none, First Vice Chair Ferguson thanked the staff for their work during difficult times.

- **Update on the Transportation Demand Management Program**

First Vice Chair Ferguson asked TJCOG Principal Planner Sean Flaherty to make this presentation.

Mr. Flaherty reported the primary goals of Transportation Demand Management (TDM) in the Triangle as improving air quality and reducing congestion. He then provided information about program administration and noted fourteen service providers were funded this year. He said the primary performance metric is vehicle miles travelled. Since 2007, the program has reduced over 560 million commuter miles travelled.

Mr. Flaherty noted the following impacts of TDM in FY2019:

- 6.5 million vehicle trips avoided,
- 2.9 million gallons of gasoline saved,
- 70 million commute miles reduced,
- 60,300 alternative transportation users supported, and
- 58 million pounds of CO2 release prevented.

Mr. Flaherty thanked the partners and the Board for their support. He noted the Triangle TDM program has been named a national model.

First Vice Chair Ferguson opened the floor for questions.

Mr. McGrath asked how to get good ridership numbers. Mr. Flaherty said he would contact him to provide assistance.

Mr. Worsley reminded the Board of the uncertainty of this program when preparing the FY21 budget. This program supports multiple jobs in our region. He noted staff did a great job of getting contracts out once the funding issues were settled.

First Vice Chair Ferguson thanked Mr. Flaherty and Ms. Gupta for this information and congratulated them on the national recognition.

Consent Agenda

- ***Adopt A Resolution in Memory and Honor of Kevin Dodson, Former Alternate Delegate to the Triangle J Council of Governments***
- ***Accept FY 2019-20 Financial Statements and Annual Audit Report***
- ***Approve Board of Delegates Meeting Minutes – October 28, 2020 and November 18, 2020***
- ***Approve FY 2020-21 contract to prepare Financial Statements and Audit Account; Authorize Chairman to sign the LGC Contract; Authorize Finance Director to sign the engagement letter***
- ***Approve FY 2020-21 Budget Amendment No. 3 & Interim Budget/Expenditure Comparison***

First Vice Chair Ferguson presented the Consent Agenda for approval and asked if anyone wished to pull an item for individual consideration.

Hearing none, *Mr. Marshburn made a motion to approve the Consent Agenda as presented; Ms. Greene seconded the motion. Ms. Boyette conducted the vote via roll call; the motion was unanimously approved.*

Items Removed from Consent Agenda

None Removed.

Executive Director's Report

Mr. Worsley welcomed everyone and said happy new year. He welcomed all new delegates and alternates and announced Board orientation scheduled for 4-6 PM on February 16.

Mr. Worsley said staff continue to be mostly working remotely, and the office remains closed. He said we are beginning to do some site visits following proper protocol.

Mr. Worsley also noted that the end of lease at our current space is approaching. He said this could be an opportunity for us to begin negotiations with the landlord a little early. He said we are thinking about space and how telework will impact our space.

Mr. Worsley said the Regional Innovation Academy had its first session today and the academy is taught by volunteers from our member governments. He said the Academy was opened up to a 25-person cohort but 50 people applied. He said there will likely be a second cohort and participants represent a good cross section of local governments.

Additionally, Mr. Worlsey made the following announcements:

- Expects to welcome Moore County back as a TJCOG member in March which will result in 100% of counties in membership.
- Helping City of Fayetteville and partnering with MidCarolina COG to do housing work.
- Received a US EDA grant for work in the Neuse River watershed and to help support communities around water and waste water.
- Partnering with the MidCarolina COG to provide finance assistance for local governments. He said we are assisting Spring Lake (Cumberland County) and using a retired deputy manager and finance director to perform this work.
- The Area Agency on Aging has delivered 60 tablets to long term care facilities.
- Received rehabilitation grants from the State connected to one of the hurricanes. Funds will help two non-profits rehabilitate two Rosenwald Schools and help Lee County rehabilitate their historic courthouse.
- Assisting Rolesville with their planning director search and Selma with their manager search.

First Vice Chair Ferguson asked staff to share any social media posts that can be shared with Board members.

Chairman's Report

First Vice Chair Ferguson reported the Forum will be meeting in February and is expecting to hear from MyFuture NC and the NC Department of Transportation.


Around the Region


First Vice Chair Ferguson stated the following question and asked Board members to respond: What new initiatives, strategies or policies are being launched in your community this year?

Other Business

First Vice Chair Ferguson asked if there was any other business.

Having no further business, *Ms. Freeman made a motion to adjourn the meeting; Mr. Haiges seconded the motion. First Vice-Chair Ferguson adjourned the meeting at 7:59 PM.*

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Renée Boyette, Recording Officer

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Donald Rains, Chairman