



Triangle J Board of Delegates Meeting Agenda

The Honorable DeDreana Freeman, Presiding
Thursday – April 20, 2023 - 6:00 p.m. – 8:00 p.m.
Hybrid Meeting: Virtual OR In-Person
Triangle J Council of Governments
4307 Emperor Blvd., Suite 110, Durham, NC 27703

1. CALL TO ORDER 6:00 P.M.

- a. Welcome
Official: DeDreana Freeman
- b. Declaration of Quorum
Official: DeDreana Freeman

2. REVIEW OF AGENDA 6:10 P.M.

- a. Review of Agenda
Official: DeDreana Freeman

POTENTIAL ACTION: Approval on Consent Agenda

3. PRESENTATIONS AND RECOGNITIONS 6:12 P.M.

- a. New Employee Introductions
Presenter: Jenny Halsey

- [Cover](#)

4. BUSINESS 6:18 P.M.

- a. TJCOG's Grant & Funding Assistance
Presenters: Alana Keegan & Lindsay Whitson

- [Cover](#)

POTENTIAL ACTION: None – Informational Only

5. CONSENT 6:38 P.M.

Items on the Consent Agenda are considered routing and will be enacted by a single motion unless a member of the Board of Delegates requests an item be removed. Any item that is removed from the Consent Agenda will be considered individually after the Consent Agenda.

- a. Approval of Agenda as Presented
- b. DRAFT Minutes
 - [January 25, 2023](#)
- c. Budget Amendment – Morrisville Small Business Grant
 - [Cover](#)

POTENTIAL ACTION: Adoption of Consent Agenda as Presented

6. ITEMS REMOVED FROM CONSENT AGENDA **6:40 P.M.**

7. PUBLIC HEARINGS **6:45 P.M.**

- a. Triangle J Council of Governments Recommended FY '23-'24 Budget
Presenter: Lee Worsley

- Cover
- DRAFT Budget Resolution

POTENTIAL ACTION: Receive Information and Feedback

8. EXECUTIVE DIRECTOR'S REPORT **7:15 P.M.**

- a. Executive Director's Report
Presenter: Lee Worsley

POTENTIAL ACTION: None – Receive as Information

9. CHAIR'S REPORT **7:25 P.M.**

- a. Chair's Report
Official: DeDreana Freeman

POTENTIAL ACTION: None – Receive as Information

10. AROUND THE REGION **7:35 P.M.**

- a. Around the Region Reports/Updates

POTENTIAL ACTION: None – Receive as Information

b. OTHER BUSINESS – **7:50 P.M.**

- a. Other Business
Official: DeDreana Freeman

c. ADJOURNMENT **8:00 P.M.**

- a. Adjourn the Meeting

POTENTIAL ACTION: Motion to Adjourn

Triangle J Board of Delegates Meeting
Agenda Comments
April 20, 2023

Agenda Section: Presentations and Recognitions

Introduction of New TJCOG Staff

Background: During this time, TJCOG program leads will introduce new members of the TJCOG team and discuss their roles and respective projects. Ashley Price, Aging Coordinator II, will introduce John DeNasha, working as Aging Program Specialist. Sean Flaherty, Transportation & Energy Program Manager, will introduce Julio Rosado who is working as Transportation and Energy Planner.

Recommendation(s): It is recommended that the Board joins Chair Freeman and the TJCOG team in welcoming the new members of the staff.

Staff Responsible for Technical Support: Jenny Halsey, Assistant Executive Director

Focus Area: Organizational Operations/Administrative

Triangle J Board of Delegates Meeting

Agenda Comments

April 20, 2023

Agenda Section: Business
TJCOG Grant & Funding Assistance

Background: The Grant Assistance Program started in 2022 in response to the growing number of federal and state funding programs available to local governments, and the immense burden to access and administer. Participating communities pay an annual cost-share, determined by population size, which ensures that TJCOG can provide dedicated staff support sustainably and affordably. The program is staffed by five members of the TJCOG team, each providing a range of skillsets to their assigned communities.

The program is structured to be collaborative and data-driven, with communities working directly with their County's Community Lead to identify funding gaps, project opportunities, and funding trends, and meet regularly to discuss potential projects and upcoming programs that may be worthwhile. Through an online database, participating communities have access to over 400 records of grant programs with eligibility information, deadlines, and analysis from TJCOG staff and Strategics Consulting.

During this time, Alana Keegan and Lindsay Whitson will discuss the program, early successes, and case studies for how it is assisting a range of community types to meet their grant management goals.

Recommendation(s): It is recommended that the Board of Delegates receive the information as presented.

Staff Responsible for Technical Support: Alana Keegan, Member Engagement Manager and Lindsay Whitson, Community & Economic Development Director

Focus Area: Member Support & Strategy



Held via simultaneous communication via Zoom

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen
Bob Smith, Town of Angier
Brett Gant, Town of Apex
Mark Wilson, Town of Archer Lodge
Jerry Medlin, Town of Benson Thomas
Beal, Town of Broadway
Donald Andrews, Town of Broadway (A)
Jennifer Robinson, Town of Cary
Mike Dasher, Chatham County
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
Jessica Day, Town of Knightdale
Bill Carver, Lee County

Butch Lawter, Johnston County
Steve Rao, Town of Morrisville (A)
Jamezetta Bedford, Orange County (A)
Pamela Baldwin, Town of Pittsboro
Rebecca Salmon, City of Sanford
Jeff Morgan, Village of Pinehurst
Michelle Medley, Town of Rolesville (A)
Byron McAllister, Town of Selma
Andy Moore, Town of Smithfield
Susan Evans, Wake County
Chad Sary, Town of Wake Forest
Joe DeLoach, Town of Wendell
Linda Vandercook, Village of Whispering Pines
David McGowan, Town of Wilson's Mills
Philip Wright, Town of Wilson's Mills
Larry Loucks, Town of Zebulon

Delegates and Alternate Delegates Absent:

Teressa Beavers, Town of Aberdeen (A)
Mark Jackson, Town of Archer Lodge (A)
Cassandra Stack, Town of Benson (A)
Davis Seiberling, Town of Cameron
Randee Haven O'Donnell, Town of Carrboro
Dan Bonillo, Town of Carthage
Lori Bush, Town of Cary (A)
Michael Parker, Town of Chapel-Hill (A)
Jason Thompson, Town of Clayton
Matt Hughes, Town of Hillsborough (A)
Sally Greene, Orange County
Nida Allam, Durham County (A)
Javiera Caballero, City of Durham (A)
Larry Smith, Town of Fuquay-Varina
Arron Wolff, Town of Holly Springs
John Bonitz, Town of Pittsboro (A)
Donald Rains, Town of Princeton
Jane Harrison, City of Raleigh
Nikki Bradshaw, Town of Robbins
Ronnie Currin, Town of Rolesville

Beverly Clark, Town of Zebulon
Frank Quis, Moore County
John Bonitz, Town of Pittsboro (A)
Susan Evans, Wake County (A)
Shinicia Thomas, Wake County (A)
Trinity Henderson, Town of Kenly
Latatious Morris, Town of Knightdale (A)
Frank Quis, Moore County
Satish Garimella, Town of Morrisville
Jeff Holt, Town of Pine Level
Greg Baker, Town of Pine Level
Jane Hogeman, Village of Pinehurst
Amy West Whitley, Town of Selma (A)
Bill Haiges, Town of Siler City
Lewis Fadely, Town of Siler City (A)
John Dunn, Town of Smithfield (A)
Carol Haney, Village of Southern Pines
Bill Pate, Village of Southern Pines (A)
Al Mosley, Town of Vass
Vivian Jones, Town of Wake Forest (A)
Deans Eatman, Town of Wendell

(A) - Alternate Delegate

TJCOG Staff Attending:

Roshanda Paige, Accountant Tech II
Josh Michael, Planner I
Annie Lee, Planner II
Hope Tally, Chief Finance Officer
Caleb Register, Accounting Tech II
Mary Warren, Area Agency on Aging Director
Angela Woodard, Regional Ombudsman

Emily Barrett, Environment & Resilience Program
Manager
Andrew McGannon, Management Analyst
Schuci Gupta, Senior Planner
Matt Day, Director of Transportation
Jenny Halsey, Assistant Executive Director

Also Attending:

April Adams, Cherry Bekaert
Olivia Moody, Cherry Bekaert
Doug Plachcinski, Executive Director of
DCHC

Alana Keegan, Member Engagement Manager
Shantel Haskins, Administrative Support
Specialist

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

Chair Freeman called the meeting to order at 6:05 PM and welcomed all attendees. Requirements for virtual public hearings were reviewed. Shantel Haskins, Clerk to the Board, conducted the roll call to verify the attendance of delegates and alternates, then declared a quorum was present.

Review of Agenda

Chair Freeman presented the agenda and asked for any edits to the agenda. Hearing no changes, Chair Freeman elected to move forward with the agenda as presented.

Recognitions and Presentations

- **Village of Whispering Pines Membership Request**

Chair Freeman asked for approval of Village of Whispering Pines membership by roll call vote. *Ms. Ferguson made a motion to approve; Ms. Robinson seconded the motion. Ms. Haskins conducted the vote via roll call; the vote was approved unanimously.*

Jenny Halsey, Assistant Executive Director, welcomed the Village of Whispering Pines to Triangle J as a local government member. Members of the Board include Delegate Linda Vandercook and Alternate Alexa Roberts. Ms. Vandercook thanked the Board for their support and stated she looked forward to continuing to do great work together. Chair Freeman was excited to welcome the Village of Whispering Pines and looked forward to future endeavors.

- **Introduction of New TJCOG Staff**

Chair Freeman asked Ms. Halsey, Assistant Executive Director, to introduce this item. Ms. Halsey was thrilled to welcome new TJCOG staff members. Matt Day, Director of Transportation, introduced Josh Michael, Planner I-Transportation Program Analyst, and Annie Lee, Planner II.

Hope Tally, Chief Finance Officer, introduced Roshanda Paige as the new Accounting Technician II. The new staff members offered an overview of projects and items that they have been working on over the past few weeks and expressed that they were excited to be a part of the organization. Chair Freeman welcomed all new staff members to TJCOG on behalf of the Board.

Business

- **Presentation of Fiscal Year 2021-2022 Financial Statements and Annual Audit Report**

Chair Freeman asked Hope Tally to introduce this item. Ms. Tally introduced April Adams and Olivia Moody of Cherry Bekaert and wanted to make Board Members aware that the Finance team would continue to work on audit items and all final statements would be sent electronically or highlighted on another agenda for review if needed. Ms. Adams presented the findings of TJCOG's Fiscal Year 2021-2022 financial statements and annual audit report. Ms. Adams stated the firm conducted TJCOG's external audit under the generally accepted auditing standards as a government entity and the findings produced an unmodified opinion under each of the four categories, which is also known as a clean opinion. A clean opinion is considered the highest level of assurance that financial statements are materially correct and in compliance with State statutes that are applicable and in compliance with federal and state rules. She outlined that professional standards require the firm to accumulate all misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management.

Corrected Misstatements

- Adjustment to record salaries expense and related payroll accrual as of June 30, 2022, in the amount of \$196,162.
- Adjustment to record unearned revenue and decrease revenue by \$6,921,000 for FY22 related to Wake County grant funds the Council are administering.
- To reverse OPEB contribution made in FY 2023 that was recorded during the year ended June 30, 2022 for \$62,982.

Uncorrected Misstatements

- Overstatement of revenue and understatement of net position for the year ended June 30, 2022, in the amount of \$298,388.

Ms. Adams stated both corrected and uncorrected amounts and misstatements are required findings to be made aware to the organization. Ms. Moody expressed the firm noted no inappropriate accounting policies or practices present in observance of qualitative aspects of accounting practices. In closing, Ms. Moody stated no additional findings, no difficulty with management, no other consultations with other firms noted, and no fraud or concern present during audit report. Ms. Adams added the audit submission was beyond the required date and was likely due to staff changes within the finance department; the firm looks forward to working with TJCOG on meeting further deadlines and requirements.

Mr. Carver asked if the firm submitted a recommended reply to the Local Government Commission. Ms. Tally stated in most cases management would write the letter and appropriate

signature would take place. She further stated staff felt it important to alert the Board that the deadline had been missed and assure that members were in support of the correction and updated dates. Ms. Tally added that she has been in communication with Susan McCullen at the Local Government Commission about shifting the audit timeline. Ms. Ferguson asked if revenue recognition was previously recognized as funds that came in, is it now considered as funds that are recognized after use. Ms. Moody responded that TJCOG is currently recognizing funds in both ways, and it is determined by grant flow. Mr. Marshburn thanked everyone that had been part of the audit process; although it may have been an unusual year with changes in the finance department, the organization has a clean audit.

- **Transportation & Mobility Focus Area Update**

Chair Freeman asked Matt Day, Director of Transportation, to present this item. Mr. Day provided an overview of the Transportation and Mobility Focus area. Mr. Day explained that the transportation and mobility focus area helps with coordination of transportation planning in the region. Mr. Day stated the transportation team collaborates with various decision-making agencies and entities which directly affect transportation in the surrounding counties. He listed a few of the organizations that the Focus Area currently partner with as follows:

Metropolitan Planning Organizations (MPOs)

- Capital Area MPO
- Durham-Chapel Hill-Carrboro MPO
- Burlington-Graham MPO

Rural Planning Organizations (RPOs)

- Triangle Area RPO (staffed/administered by TJCOG)
- Upper Coastal Plain RPO

Transit Agencies

- Go Triangle (regional)
- Local agencies (e.g., GoRaleigh, GoDurham, etc.)

North Carolina Department of Transportation (NCDOT)

Mr. Day provided a map for context for regional planning and stated many boundaries are set to change in the next year based on the results from the US Census. He added that the regional transportation coordination program is a major program that allows for the two main MPO's in the region [DCHC and CAMPO] as well as Go Triangle to develop a joint long-range Metropolitan Transportation plan. Mr. Day stated that the biggest project in relation to funds is the Triangle Transportation Choices or Transportation Demand Management (TDM). The program encourages the use of any means of transportation other than a single occupancy car. In closing, Mr. Day highlighted the Safe Routes to School Program as it encourages biking and walking for K-8 students and staff. He also mentioned a Safe Routes to School Resolution was included in the agenda for the Board's consideration.

Mr. Marshburn asked if TJCOG staff knew of opportunities for building infrastructure needed for electric vehicle charging stations. Mr. Day stated yes, TJCOG would be able to assist and Sean Flaherty, Transportation & Energy Program Manager may also have additional information. Mr. Gantt asked a question about the amount of federal grant funding coming available in the next five years and how the transportation department was planning on assisting municipalities with the funding. Alana Keegan, Member Engagement Manager, responded that some funding would be available through the Infrastructure Law going towards MPOs in the State. She added TJCOG's grant assistance team would continue to inform Local Government members, as well as Town Managers, of competitive programs that would assist with things such as bridges and railroad crossings.

Mr. Day introduced Doug Plachcinski, Executive Director of the Durham-Chapel Hill-Carrboro MPO to provide additional information on the organization since they will join TJCOG in the coming months. Mr. Plachcinski stated the DCHC MPO is responsible for the western part of the Triangle area. The DCHC MPO includes Durham County, a portion of Orange County, and northeast Chatham County. The DCHC MPO has Board members that are elected officials that make transportation planning policies and a technical committee that advise Board members. He provided visual representations of areas and boundaries and what the program does as it relates to planning for each area. In closing, Mr. Plachcinski highlighted items and programs of priority for the next calendar year which include safe streets for all, non-motorized planning tools, and bus corridor evaluation. He also stated that DCHC and TJCOG are still on track for DCHC to become part of TJCOG on July 1, 2023.

- **Adoption of Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Pay and Classification Plan**

Chair Freeman asked Jenny Halsey to present this item. The Durham-Chapel Hill-Carrboro Metropolitan Planning Organization will collocate with Triangle J on July 1, 2023, and TJCOG will become their new Local Planning Agency. To make the transition efficient, TJCOG and DCHC requested Board approval to hire all new DCHC employees as TJCOG employees from January to June of 2023. Those employees hired on behalf of DCHC will take direction and duties by DCHC Executive Director. The adoption of DCHC pay and classification and Board approval will be an action item under consent agenda.

Items Removed from Consent Agenda

There were no items removed from the Consent Agenda.

Consent Agenda

- Budget Amendment 6
- Sole Source Approval for Contract with City Explained for Community Viz Model Improvements
- Board Resolution to support TJCOG's Grant Application to NCDOT-Integrated Mobility Division's Safe Routes to Schools 2023 -25 Funding Cycle

- Acceptance of Fiscal Year 2021-2022 Financial Statements and Annual Audit Report and Approval of Contract Extension
- Resolution in support of application to NC Department of Environmental Quality's Division of Water Resources Development Grant for State and Local Projects for the Nancy Branch Marsalis Way Culvert Feasibility Study
- Adoption of Durham-Chapel Hill-Carrboro Metropolitan Planning Organization Pay and Classification Plan
- October Board of Delegates Minutes

Chair Freeman presented the Consent Agenda for approval and asked if anyone wished to pull an item for individual consideration. Hearing no requests, Chair Freeman asked for a motion to approve the consent as presented. *Ms. Ferguson made a motion to approve the Consent Agenda as presented; Ms. Evans seconded the motion. Ms. Haskins conducted the vote via roll call; the vote was approved.*

Chair's Report

Chair Freeman added a thank you to TJCOG staff with assistance in her being able to Chair virtually.

Executive Director's Report

Ms. Halsey provided an update as Mr. Worsley was traveling back from Washington DC where he attended the National Association of Regional Council Conference. Ms. Halsey stated TJCOG is moving forward with negotiations with Tri-Properties to renovate the current suite and expansion into suites 130 and 140.

Around the Region

Delegates and Alternate Delegates that wished to provide an update for their region were able to do so during this time.

Other Business

Chair Freeman asked if there was any other business. Hearing nothing further, the meeting was adjourned at 7:42pm.

Duly adopted this the 20th day of April, 2023 while in regular session.

DeDreana Freeman
Chair

ATTEST:

Kimberly A. Moffett, CMC, NCCMC
Interim Board Clerk

Triangle J Board of Delegates Meeting
Agenda Comments
April 20, 2023

Agenda Section: Consent

Budget Amendment – Morrisville Small Business Grant

Background:

Morrisville Small Business Grant – This amendment reflects new federal funding awarded through a contract with the Town of Morrisville to support the administration of a pandemic relief grant program for small businesses within the Town of Morrisville. The adoption of a new project budget in the amount of \$10,503 is recommended.

Recommendation(s): It is recommended that the Board of Delegates approve the budget resolution amendment for signature.

Staff Responsible for Technical Support: Hope Tally, Chief Finance Officer
Focus Area: Organizational Operations/Administrative

Triangle J Council of Governments
A Resolution for Budget Amendment No. 9
of the Fiscal Year 2022-2023

WHEREAS, the Triangle J Council of Governments adopted its 2022-2023 Budget Resolution on May 25, 2022; 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 2022-2023 Budget Resolution is hereby amended by Budget Amendment No. 9 as follows:

Project **46XX Morrisville Small Business Grant**

The following accounts should be adjusted by:

Revenue Account

	\$	
4060 Project Income		10,503
Total	\$	10,503

Expense Account

	\$	
5100 Salaries		3,875
5200 Fringe Benefits		1,821
5150 Salaries Temporary		1,200
5250 Fringe Temporary		92
5500 Travel-Mileage		150
7000 Contractual		1,200
7700 Indirect Cost		2,165
Total	\$	10,503

Purpose: New project awarded for providing administration of a pandemic relief grant program for small businesses located within the Town of Morrisville

Funding: Project income from the Town of Morrisville

Adopted and approved on this 20th day of April 2023.

DeDreana Freeman, Chair

Attest:

Lee Worsley, Executive Director

Triangle J Board of Delegates Meeting Agenda Comments April 20, 2023

Agenda Section: Public Hearings

Presentation of Fiscal Year 2023-2024 Recommended Budget

Background:

On April 14, 2023, the Executive Director sent his recommended budget to members and alternates of the Board of Delegates and the managers of TJCOG's member governments. At this evening's meeting, the Executive Director will give highlights of the recommended budget and the Board will hold the required public hearing on the recommended budget. In May, the TJCOG Officers will meet to further discuss the budget and any input received during tonight's meeting. Finally, the Board of Delegates will consider adoption of the Budget Resolution during their May 24, 2023 meeting. A full version of the budget may be viewed on TJCOG's website.

Recommendation(s):

It is recommended that the Board of Delegates 1) receive and provide input on the Fiscal Year 2023-2024 Recommended Budget following the Executive Director's presentation, and 2) conduct the public hearing as required by North Carolina law.

Staff Responsible for Technical Support: Lee Worsley, Executive Director and Hope Tally, Chief Finance Officer

Focus Area:

Organizational Operations/Administrative

Triangle J Council of Governments

Budget Resolution Fiscal Year 2023-2024

BE IT RESOLVED by the Board of Delegates of Triangle J Council of Governments, Durham, North Carolina, that the following anticipated revenues and division expenditures are hereby appropriated for the operation of said Council of Governments for the fiscal year beginning July 1, 2023 and ending June 30, 2024 as follows:

SECTION 1. REVENUES

Revenues by Source:

Federal	\$ 6,572,219
Federal Pass Thru	\$ 15,773,982
State	\$ 1,600,010
Member Investment	\$ 781,646
Special Local Dues	\$ 997,560
Local Aging Share	\$ 253,953
Project Income	\$ 13,999,242
Assigned Fund Balance	\$ 452,488
Other Revenue	\$ 12,000
General Fund Total Revenues:	\$ 40,443,100

SECTION 2. EXPENDITURES

Expenditures by Division:

General Government	\$ 193,773
Member Support Strategy	\$ 13,307,878
Transportation	\$ 3,126,870
Durham MPO	\$ 2,632,310
Community & Economic Development	\$ 820,530
Housing	\$ 1,982,967
Environment & Resilience	\$ 2,345,004
Aging & Human Services	\$ 16,033,768
General Fund Total Expenditures	\$ 40,443,100

SECTION 3. PROCEDURES FOR AMENDMENT

- The Chief Finance Officer is hereby authorized to transfer funds within and among divisions without the approval of the Board of Delegates.
- The Executive Director is hereby authorized to execute contracts and change orders provided that funds for the contract have been approved as part of the annual budget and the contract does not exceed the funds appropriated, all applicable state laws and council policies regarding purchasing are followed, and the contract's term does not exceed three years.

SECTION 4. COPIES OF BUDGET TO BE FURNISHED

Copies of this resolution shall be furnished to the Executive Director and Chief Finance Officer for direction in carrying out their duties and disbursement of funds.

Adopted and approved this 24th day of May, 2023.

DeDreana Freeman, Chair, Triangle J Council of Governments

Attested: Lee Worsley, Executive Director

DRAFT