Central Pines Regional Council Executive Committee
Meeting Agenda
Wednesday, February 28, 2024
6:00 – 8:00 pm Hybrid
Chair Butch Lawter, Presiding
Click HERE for Zoom Link

1. Call to Order 6:00 pm

a. Call to Order and Welcome
Official: Butch Lawter, Chair

b. Roll Call
Beth Davis, Member Engagement Coordinator, Clerk to the Board

c. Declaration of Quorum
Official: Butch Lawter, Chair

2. Review of Agenda 6:05 pm

a. Review of Agenda
Official: Butch Lawter, Chair
Potential Action: Chair Lawter will approve

3. Presentations and Recognitions

4. Business 6:10 pm

a. FY22-23 Audit Presentation
Presenters: April Adams, Cherry Bekeart
Click HERE for Audit documentation
Potential Action: None – Information Only

b. Medical Moving Solutions FTZ 93 Application Sponsorship Requests
Presenters: Alex Halloway, Community & Economic Development Planner and Stacy Pope, Medical Moving Solutions
Potential Action: Place on Consent Agenda

c. VinFast FTZ 93 Application Sponsorship Requests
Presenters: Alex Halloway, Community & Economic Development Planner and Brook Taylor, VinFast
Potential Action: Place on Consent Agenda

d. Sole Source Approval for Remix
Presenter: Doug Plachcinski, DCHC MPO Executive Director
Potential Action: Place on Consent Agenda

e. Draft Central Pines Regional Council Bylaw Changes
Presenters: Lee Worsley, Executive Director

Potential Action: Recommendation to take to full Board of Delegates for approval

f. Pay and Classification Study Overview
Presenters: Lee Worsley, Executive Director and Jenny Halsey, Assistant Executive Director
Potential Action: None – Information Only

g. Introduction of CPRC Financial Dashboard
Presenter: Hope Tally, Chief Finance Officer
Potential Action: None – Information Only

5. Consent 7:05 pm

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

a. DRAFT Minutes: November 15, 2023
b. Medical Moving Solutions FTZ 93 Application Sponsorship Requests
c. VinFast FTZ 93 Application Sponsorship Requests
d. Sole Source Approval for Remix
e. Budget Amendment #6, Resolution #2024-02-01

6. Items Removed from Consent Agenda 7:10 pm

7. Public Hearings

8. Executive Director's Report 7:15 pm

a. Executive Director's Report
Presenter: Lee Worsley, Executive Director
Potential Action: None – Receive as Information

9. Chair's Report 7:25 pm

a. Chair's Report
Presenter: Butch Lawter, Chair
Potential Action: None - Receive as Information

10. Around the Region 7:30 pm

a. Around the Region Reports/Updates
Potential Action: None – Receive as Information

11. Other Business 7:50 pm

a. Other Business
Presenter: Butch Lawter, Chair

12. Adjournment 8:00 pm

a. Adjourn the Meeting
   Potential Action: Motion to Adjourn

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Consent

Item Title:

FY22-23 Audit Presentation

Presenter(s):

April Adams, Cherry Bekaert Advisory LLC

Background:

NC General Statute requires that each unit of local government have its accounts audited after the close of the fiscal year by a certified public accountant. Central Pines is under contract with Cherry Bekaert Advisory LLC to audit its financial statements and compliance required by the Uniform Guidance and North Carolina State Single Audit Implementation Act. Cherry Bekaert has issued unmodified opinions on both the financial statements and single audit compliance. Cherry Bekaert partner, April Adams, will present an executive summary of its FY22-23 audit results.

Recommendation:

None - Informational Only

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

☒ Yes ☐ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Medical Moving Solutions FTZ 93 Application Sponsorship Requests

Presenter(s):

Stacy Pope, Medical Moving Solutions

Background:

Medical Moving Solutions, a medical technology third-party logistics company, is seeking an application sponsorship request for FTZ93 program. MMS is in Durham County and has concurrence from Customs and Border Protection to join this program.

Recommendation:

Place on Consent Agenda

Focus Area:

Community & Economic Development

Will Documentation Be Included for Agenda Packet:

☐ Yes ☒ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Business

Item Title:

VinFast FTZ 93 Application Sponsorship Requests

Presenter(s):

Brook Taylor, VinFast

Background:

VinFast, an electric vehicle manufacturer, is seeking an application sponsorship request for FTZ93 program. VinFast is in Chatham County and has concurrence from Customs and Border Protection to join this program.

Recommendation:

Place on Consent Agenda

Focus Area:

Community & Economic Development

Will Documentation Be Included for Agenda Packet:

☐ Yes ☒ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Sole Source Approval for Remix

Presenter(s):

Doug Plachcinski, MPO Executive Director

Background:

The Durham-Chapel Hill-Carrboro MPO seeks a sole source to contract with Remix Transit + Streets on behalf of the Central Pines Regional Council. Remix is the only provider of integrated transportation planning software that connects flexible data analysis with transit planning and street design. The MPO has contracted with Remix in previous years, and currently uses Remix to assist with transportation planning and design, while also providing user accounts at no additional cost to all our member agencies. Several of our member agencies use Remix on a regular basis for street design and analysis, community engagement, and transit planning. The Remix product is unique because it is cloud-based, is continuously updated based on consumer feedback, and includes open data access alongside a collaborative mapping platform that is designed for community engagement.

Recommendation:

Place on Consent Agenda

Focus Area:

Mobility & Transportation

Will Documentation Be Included for Agenda Packet:

☒ Yes ☐ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

DURHAM • CHAPEL HILL • CARRBORO
METROPOLITAN PLANNING ORGANIZATION

4307 Emperor Boulevard ● Durham, NC 27703 ● Phone (919) 503-4123 ● dchcmpo.org

DURHAM · CHAPEL HILL · CARRBORO
DCHC
METROPOLITAN PLANNING ORGANIZATION
PLANNING TOMORROW'S TRANSPORTATION

December 22, 2023

TO: Butch Lawter, Board Chair, Central Pines Regional Council
FROM : Colleen McGue, MPO Planning Manager, DCHC MPO
SUBJECT: Procurement for Remix Transit + Streets as a Sole Source

---

Summary

The Durham-Chapel Hill-Carrboro MPO seeks to Remix Transit + Streets on behalf of the Central Pines Regional Council. Remix is the only provider of integrated transportation planning software that connects flexible data analysis with transit planning and street design. The MPO has contracted with Remix in previous years, and currently uses Remix to assist with transportation planning and design, while also providing user accounts at no additional cost to all of our member agencies. Several of our member agencies use Remix on a regular basis for street design and analysis, community engagement, and transit planning. The Remix product is unique because it is cloud-based, is continuously updated based on consumer feedback, includes open data access alongside a collaborative mapping platform that is designed for community engagement.

Thank you for your consideration of this request.

Sincerely,

Colleen McGue

Colleen McGue, MPO Planning Manager

DCHC MPO

Exhibit D Sole Source Justification Form

CENTRAL PINES REGIONAL COUNCIL

SOLE SOURCE JUSTIFICATION FORM

Vendor: Remix Technologies, LLC

Item: Remix Transit + Streets

Estimated expenditure for the above item: $53, 900

Initial all entries below that apply to the proposed purchase. Attach a memo containing justification and any supporting documentation.

1. _X_ Sole source is for the original manufacturer or provider, there are no area distributors.
2. __X__ The parts/equipment are not interchangeable with similar parts of another manufacturer.
3. _X__ This is the only known item or service that will meet the specialized needs or perform the intended function.
4. _____ The parts/equipment are required from this source to permit standardization.
5. _____ None of the above apply. A detailed explanation and justification for this sole source is contained in the attached memo.

The undersigned requests that competitive procurement be waived and that the vendor identified as the supplier of the material or service described in this sole source justification be authorized as a sole source for the material or service.

_____	_____
Supervisor	Date
_____	_____
Chief Finance Officer	Date
_____	_____
Board Chair ($30,000+)	Date

Remix Technologies, LLC

Documentation of Unique Functionality and Features

EXECUTIVE SUMMARY

Remix is the only provider of integrated transportation planning software that connects flexible data analysis with transit planning and street design, enabling transportation professionals with the complete mobility toolkit. The software empowers 350+ local governments and over 11,000 transportation professionals to plan better public transit, street infrastructure, and transportation policy. Remix Technologies, LLC brings decades of transportation expertise alongside accomplished software development experience to provide technology specifically designed for local government.

With Remix's flexible and robust data analysis capabilities, the Remix platform is the only transportation software specifically designed to help professionals integrate equity analysis into all workflows. Remix is built on, and champions, open data standards, making us uniquely positioned to work within an agency's existing processes, and minimizes an organization's risk for vendor lock-in, maximizing the potential for collaboration. Remix is the first and only collaborative mapping platform made to be used by multiple departments across a diverse set of stakeholders and, unlike other technology offerings, is intentionally designed for community engagement.

Remix is cloud-based and provides an unlimited number of user accounts within a customer organization, providing the flexibility to use Remix at home offices, team meetings, or stakeholder outreach, as well as access to the most-up-to-date version of Remix without hidden update fees or costly en-premise installation and maintenance. Remix is updated continuously based on customer feedback and research; in 2020, the product development team launched over 120 new features to the platform. Remix's best-in-class software is paired with Remix's expert customer success team, a team of consultants and transportation professionals to support the long-term success of our clients' transportation programs and projects. Each customer organization is assigned a dedicated Customer Success Manager, ready to ensure an organization is thriving from the moment it becomes a customer. When an organization procures Remix, they don't just procure technology — they procure transportation expertise, influence in software innovation, and access to Remix's large network of planning professionals.

1128 Howard St.
SF, CA 94103

remix.com

PROPRIETARY & CONFIDENTIAL

Key Distinguishing Features

Powerful multimodal analysis

Remix is the only provider of integrated transportation planning software.

REMIX TRANSIT

Remix Transit is the first platform for public transit where an agency can design and evaluate anything from a route detour to a full system redesign, and everything in between. Unique specifications include:

- Cloud-based software with a drag-and-drop interface for drawing transit routes with instant analysis on operational and demographic details
- Built to utilize existing bus stop infrastructure and agency's General Transit Feed Specification (GTFS)
- Customizable timetables with timepoints and trip variants
- Customizable vehicle blocking for accurate cost estimates
- "Jane", Remix's travel time isochrone that visualizes access and mobility across a transit network — takes into consideration the pedestrian network to provide an accurate representation how people navigate the built environment
- Full integration with Remix Scheduling

REMIX STREETS

Remix Streets is the only platform to explore new street design concepts, make data-driven decisions, and move a team's early-stage infrastructure projects forward, faster. Unique specifications include:

- Cloud-based software with drag-and-drop interface for right-of-way street design
- Initial concepts pull in OpenStreetMap data to auto-populate existing conditions for roads
- Plan view provides flexibility to incorporate changing conditions within a corridor
- Copy/paste, delete, and undo functionality
- Opacity controls to clearly see satellite imagery while designing
- Advanced Editing tools to create curves, tapers, and complicated intersections with precision

PROPRIETARY & CONFIDENTIAL

- Out-of-the-box or user uploaded Street Elements to add detail and clarity to street designs — Street Elements include MUTCD street signage, landscaping features, traffic signals, and more
- Out-of-the-box and custom data layer uploads like collisions and traffic volumes, to help make data-driven decisions

Flexible data analysis

Remix is the only transportation planning platform designed for quick and flexible data analysis that is intuitive to use.

REMIX EXPLORE

Remix Explore is Remix's data platform designed for powerful and flexible data analysis that is visually compelling and easy-to-use. Designed to support anything from a board presentation, equity analysis, or grant funding proposals. Unique specifications include:

- Instant demographic statistics on any geographic boundary: a custom shape, point, line, or predefined region, like census tract or zip code
- "Breakdown Tables" to dig deeper and uncover the interaction between multiple demographic variables

OUT-OF-THE-BOX DATA LAYERS

Out-of-the-box data layers and visualizations are available to customers immediately. Unique specifications include:

- For customers in the US: visualization of demographic data from American Community Survey (ACS), jobs data from Longitudinal Employer-Household Dynamics (LEHD), commutes data from Census Transportation Planning Product (CTPP), origin-destination data from Origin-Destination Employment Statistics (LODES), essential services data with Homeland Infrastructure Foundation-Level Data (HIFLD), infrastructure data with the Bureau of Transportation Statistics (BTS), and political boundaries data with Community Development Financial Institutions Fund (CDFI Fund) and Census.
- Interactive data layers for filtering and rescaling data
- "Delta Layers" to calculate change over time across multiple ACS and Census datasets

PROPRIETARY & CONFIDENTIAL

CUSTOM DATA LAYER UPLOADS

Custom datasets are sent by customers to their designated Customer Success Manager, and uploaded by Remix's expert data visualization team. Unique specifications include:

- Data uploads shared across an account organization to promote collaborative workflows
- Examples of uploaded data include: historic ridership data, bus stop amenities, traffic collisions, vehicular turn counts, bike network data, etc.

DATA AGNOSTIC

The Remix platform is data-agnostic, built to ingest data from both proprietary and public sources. Unique specifications include:

- Dedicated data team that has supported over 3,000 datasets to date
- Proven experience partnering and integrating with other ITS vendors, such as Syncromatics, INRIX, Swiftly, and Via

OPEN DATA STANDARDS

Remix champions open data standards to minimize an agency's cost of transforming data and to ensure interoperability with other systems. Over years, Remix has made significant contributions to leading transportation data standards, like GTFS and Mobility Data Specification (MDS), so that an ecosystem of technology and tooling exists to help the broader transportation industry.

PROPRIETARY & CONFIDENTIAL

Designed for collaboration and community engagement

Remix is the first and only collaborative mapping platform made to be used by multiple departments across a diverse set of stakeholders and, unlike other technology offerings, is intentionally designed for community engagement.

UNLIMITED USERS PER CUSTOMER ORGANIZATION

One agency license includes access for an unlimited number of users within the customer agency.

WIDE RANGE OF IMPORTS AND EXPORTS TO PROMOTE INTEROPERABILITY

As a SaaS product, Remix is designed to work with existing agency tools and processes. Users can import and export existing information to GTFS and CAD. Other exports include Microsoft Excel, KML, shapefile, PNG images, as well as print-ready visuals in PDF.

COLLABORATION WITH INTERNAL STAKEHOLDERS

Remix is designed to assist the many collaborative components of the planning process. Unique specifications include:

- "Remix Commenting" to collect and manage feedback from colleagues
  - Geo-located comments that provide additional clarity and context about the project at hand
  - Threadable commenting for storing conversation in one place and makes collecting input easier to manage
  - Archived comments to categorize comments that are in active discussion vs comments addressed
- Project sharing through email invitation or shared links
  - A "viewed" list showing which invited users have viewed the project
  - Shared project links can be duplicated to preserve originals and support project versioning
- Transit lines that can be dragged and dropped across projects
- "Sample Street Projects" in Remix Streets, which are templates of various street designs that users can copy and paste into their own projects to make the design process faster and easier
- Shared organization-wide settings that are customizable per agency

PROPRIETARY & CONFIDENTIAL

COLLABORATION WITH EXTERNAL STAKEHOLDERS

Collaboration between a transportation agency and external stakeholders is a two-way street. That's why Remix is intentionally designed for community engagement. Unique specifications include:

- Read-only project view shared through web links
- "Remix Commenting" to collect and manage feedback from external stakeholders
  - Geo-located comments that provide additional clarity and context about the conversation at hand
  - Optional threadable commenting that provides back-and-forth conversation between internal staff and external stakeholders
- Comment export to keep record of public or external stakeholder feedback in one place

PRESENTATION-READY MAPS

Remix's "Presentation Studio" turns transit projects into public-facing materials by providing additional polish and high resolution visuals. Unique specifications include:

- Line styling by color, texture, and weight
- Text annotations to provide additional clarity and notes to a map
- Directional arrows and customizable bus stop icons
- Exportable, high-resolution maps in PNG

PROPRIETARY & CONFIDENTIAL

Designed to help practitioners integrate equity into all workflows

Remix strives to help local governments achieve more equitable outcomes by expanding access.

TITLE VI SERVICE EQUITY ANALYSIS

Before and after census-based Title VI service equity analysis completed in 10-15 minutes.

"JANE," REMIX'S ACCESSIBILITY TOOL

Jane analyzes a transit network's access to workplaces and other resources. See "Remix Transit" for more details.

"BREAKDOWN TABLES"

Remix's "Breakdown Tables" was co-developed with transportation advocates and policy experts to accelerate the pace of demographic analysis for grants, social impact analyses, and the understanding of who a project impacts. Read more about the co-development process here. See "Remix Explore" for additional details.

Trusted by 350+ local governments and 11,000 transportation professionals

Remix is a trusted technology company due

REMIX'S CUSTOMER SUCCESS TEAM

Each customer agency is assigned a dedicated Customer Success Manager to support account creation, training, continued education, and best practice sharing. Unique to the Remix Customer Success Team are:

- Expertise in the industry with prior experience in transit planning, transportation planning, consulting, or urban studies
- Training and continued education for no additional charge

TECHNICAL SUPPORT

One agency license includes access for an unlimited number of users without the worry of maintenance, hosting, or software updates. Remix Technologies, LLC maintains the technology infrastructure and releases new features available immediately to active customers for no additional charge.

PROPRIETARY & CONFIDENTIAL

the company's joint expertise in software development and transportation planning and policy.

REMIX'S PRODUCT PHILOSOPHY

Remix builds continuously for improvements and new features in the product. Remix's product roadmap is determined by customer needs. In the calendar year 2020, Remix released over 120 product updates, all available to existing customers without additional cost or on-premise installation.

REMIX COMMUNITY

Remix brings together a community of experts, advocates, and practitioners to provide guidance and share recommendations. Unique to the Remix Community are:

- Remix's Advisory Committee comprised entirely of expert practitioners in the transportation sector. Read more about the committee here.
- Transpo Talk, a private Slack community for public sector transportation professionals -- initially created for the industry to gather and navigate the COVID-19 crisis and recovery together, and now functions as a community of over 600 professionals sharing best practices and forming connections.

COMPANY AWARDS

Company awards include:

- 2020 World Economic Forum Tech Pioneer - awarded to innovative organizations that the World Economic Forum considers "Technology Pioneers"
- 2020 BloombergNEF Pioneer - awarded to "game changing" organizations working in energy, transportation, and sustainable spaces
- 2016, 2017, 2018, 2019, 2020, and 2021 GovTech Top 100
- 2021 StateUp Top 21 Digital Innovation Company

PROPRIETARY & CONFIDENTIAL

Dillon Twombly

Chief Revenue Officer
dillon@ridewithvia.com

Remix by Via
10 Crosby St., Floor 2
New York, NY 10013
www.remix.com
www.ridewithvia.com

Confidentiality Notice: Please note that this document contains proprietary, confidential, and trade secret information of Remix Technologies LLC, a subsidiary of Via Transportation Inc., and is exempt from disclosure under California State Law and reference to specific exemptions. We request that your office maintain the confidentiality of this document and provide Remix and Via with notice of any request for disclosure of this information prior to production by contacting compliance@ridewithvia.com.

Reassignment and Renewal
of the
Service Agreement Amendment for DCHC MPO

WHEREAS, Remix Software, Inc. and Central Pines Regional Planning Council ("**Customer**") have entered into an agreement titled Service Agreement Amendment for DCHC MPO (the "*Agreement*") dated as of September 1, 2020, and extended by the Renewal of the Service Agreement Amendment for DCHC MPO dated as of September 1, 2022;

WHEREAS the parties wish to renew the Agreement; and

WHEREAS, Remix Software, Inc. was acquired by Via Transportation Inc., through a two-step merger process, with the surviving entity being Remix Technologies LLC ("**Remix**"), and the Parties desire to assign the contractual relationship previously held with Remix Software, Inc. to Remix Technologies LLC.

NOW, THEREFORE, upon execution of this Assignment and Renewal ("*Assignment and Renewal*"), the Parties agree to the following:

1. **Consent to Assignment.** Customer hereby consents to the assignment of the Agreements to Remix. Remix hereby accepts assignment and assumes responsibility for performance of all the terms and conditions of the Agreement and shall be obligated under all terms and conditions of the Agreement as if it was an original signatory thereto.

2. **Renewal.** With effect from September 1, 2023 (the "*Effective Date*") the Parties hereby agree to add Remix Transit Planning services to the Agreement and extend the duration of the Agreement beyond its original duration from the Effective date for a period of 1 year until August 31, 2024.

3. **Price.** The Parties hereby agree to the following price structure:

Remix License Summary	Total Contract Value: ~~$145,450 (Current List Price)~~ $53,900 USD / 1 year ➢ 2023: ~~$145,450 (Current List Price)~~ $53,900 USD per year Includes: ● Remix Streets licenses for an unlimited number of users within member organizations of Central Pines Regional Planning Council. License includes access to Remix Transit (a $65,950 value) ● Software as a Service (SaaS): fully hosted, cloud-based web platform. ● Platform functionality as described on page 1 with continuous improvements released throughout the course of the contract ● Dedicated Customer Success staff ● Premium Enterprise Support: response to requests in 1 business day
Marketing Terms	Willingness to work with Remix to develop a case study, mutually agreeable press release, ability to use Customer as a reference.

Signatures on following page.

Local Government Budget and Fiscal Control Act	This instrument has been pre-audited in the manner prescribed by the Local Government Budget and Fiscal Control Act.

4. Conflicts, Use of Terms, Governing Law. Capitalized terms used but not defined herein have the meanings set forth in the Agreement. Except as expressly provided herein, the terms and conditions of the Agreement remain unchanged. This Renewal will be governed by the same law as the Agreement.

REMIX TECHNOLOGIES LLC

By:

Name:

Title:

Date:

CENTRAL PINES REGIONAL PLANNING COUNCIL

By:

Name:

Title: Executive Director

Date:

By:

Name:

Title: Chief Finance Officer

Date:

Remix Billing Information

Attn
Accounts Receivable

Address
10 Crosby St, Floor 2
New York, NY 10013

Customer Billing Information

Attn

_____

Address

Email
AR@ridewithvia.com

_____

Email

_____

Phone

_____

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Draft Central Pines Regional Council Bylaw Changes

Presenter(s):

Lee Worsley, Executive Director

Background:

The Town of Chapel Hill's Board meetings directly conflict with the Board of Delegate and Executive Committee meetings of CPRC. This has been occurring for about five years and as a result, Chapel Hill has not been able to have a Delegate present for meetings.

Chapel Hill Mayor Jess Anderson has requested that former Chapel Hill Board member Michael Parker sit as Chapel Hill's representative. There is an understanding that Mr. Parker would not have voting rights, but the mayor desires that Chapel Hill be at the table.

Executive Director Lee Worsley has discussed the matter with the Board Officers who are supportive of this very narrow exception and asked that a revision to the Bylaws be drafted to deal with this specific, narrow issue.

A revision is attached and has been reviewed by the CPRC Attorney. The revision would only allow for a non-delegate representative to be appointed if meetings of the local government's governing body directly conflict with CPRC's Board and Executive Committee meetings.

It is recommended that the Executive Committee review the proposed changes, suggest any modifications, and consider making a recommendation to the full Board of Delegates for adoption during the Board's April 2024 meeting.

Recommendation:

Other

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

☒ Yes ☐ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

Central Pines Regional Council
Bylaws

I. GENERAL RULES

The Central Pines Regional Council shall be governed by the provisions of Part 2, Article 20, Chapter 160A of the General Statutes of North Carolina and by the provisions of the Charter Resolution establishing the Council.

II. OFFICERS

Officers as described in the Charter shall be elected no later than the regular May meeting of the Board of Delegates. Those elected shall take office on the following July 1 and serve for one year or until their successors are elected. Officers shall be eligible for re-election one time.

III. MEETINGS

The Board of Delegates shall adopt a meeting schedule for the next calendar year for the Board of Delegates and Executive Committee by October 1 of the preceding year.

IV. QUORUM

A quorum (number of Delegates, or Alternates in place of a Delegate, required to act upon official business) shall be defined as 40% of the total number of Delegates officially appointed to their seats by a local government member. A quorum of the Executive Committee shall be defined as 40% of the total number of Executive Committee members. Vacancies of both the Delegate and Alternate from a local government member on the Board of Delegates or the Executive Committee shall not count toward the number needed for a quorum.

V LOCAL GOVERNMENT MEMBER REPRESENTATIVE TO BOARD OF DELEGATES

In rare cases, a local government member may not be able to appoint a delegate due to the member's governing body's official meeting directly conflicting with the schedule of the Board of Delegates and Executive Committee. Under these limited circumstances, the local government member's governing body may recommend an individual to represent the local government member at Board of Delegate meetings. That individual will not have voting rights and will not count towards a quorum of the Board. When a local government member recommends a representative, the Board of Delegate's Chair shall be responsible for the approval or denial of the local government's request.

A representative shall have permanent residency within the jurisdiction they will represent.

V. ADMINISTRATION

Section 1. Staff

The Council shall employ a staff of qualified professionals, and other support staff, and pay them such compensation as it shall deem necessary and advisable to carry out their duties and implement Council projects, programs and functions.

Section 2. Executive Director

The chief executive officer of the staff shall be the Executive Director, who shall have direct supervision of all other employees of the Council and direct control, subject to the direction of the Board of Delegates, of the management of the Council's affairs.

Section 3. Duties of the Executive Director

In addition to being the Council's chief source of professional guidance and initiator of worthy considerations, the duties of the Executive Director shall be, but not limited to:

(a) maintain and manage the business office of the Council;
(b) serve as custodian of all Council property and records;
(c) conduct the correspondence of the Council;
(d) assist the Council officers and committee chair(s) in carrying out their duties as may be appropriate;
(e) attend all Board of Delegates and Executive Committee meetings and be prepared to report on any and all business, activities, meetings, proposals, cooperative endeavors, etc., in which the Council is currently engaged or may be in the process of developing;
(f) maintain close personal contact with representatives of Federal, State, and local agencies that currently are, or subsequently will be, cooperatively involved in accomplishing the objectives of the Council;
(g) acquire and maintain a working knowledge of the current laws, regulations, and procedures which govern the above-mentioned Federal, State and local agencies in order that the joint endeavors of the Council and these agencies proceed smoothly and efficiently;
(h) recommend an annual budget for consideration and adoption by the Board of Delegates and for presentation to member governments;
(i) prepare an annual report showing activities and accomplishments leading toward attaining Council objectives, together with audited reports and receipts and expenditures for presentation to the respective member governments;
(j) be responsible for carrying out all orders and directives issued by the Board of Delegates or Executive Committee;
(k) be responsible for the employment, supervision and direction of the employees authorized by the Board of Delegates;
(l) designate a clerk for the Board of Delegates and Executive Committee

Section 4. Execution of Instruments

The Executive Director, unless otherwise directed, shall have the power to sign on behalf of the Board of Delegates any agreement or other instrument to be executed by the Council. Unless otherwise provided, the Executive Director shall sign or countersign checks and vouchers in payment of obligations of the Council.

VI. COMMITTEES

Section 1. Executive Committee

The Executive Committee shall be as set forth in the Charter, Article XI.

The Executive Committee shall identify and bring before the Board of Delegates for consideration matters of regional concern and interest and suggested work plan priorities. The Executive Committee may act on behalf of the Council on all matters affecting the Council, except for:

a) the initial adoption of the annual CRPC Budget Resolution;
b) the fixing of the membership assessment;
c) the amending of the CRPC Charter and Bylaws; and
d) the employment and discharge of the Executive Director.

Section 2. Technical and Advisory Committees

Technical and Advisory committees may be established as prescribed in the Charter, Article XI.

Technical committees are appointed for their ability to provide the Board of Delegates with special information of a professional or technical nature. Appointments are therefore based primarily upon knowledge of the particular subject matter being addressed.

Advisory committees are more general in nature and are appointed for their ability to provide the Board of Delegates with viewpoints and opinions with respect to the subject being addressed. Appointments are therefore made primarily with the objective of achieving a broad mix of people with interest in the subject.

Section 3. Special Committees

Special committees are committees with fixed membership categories as specified by previous action of the Board of Delegates.

VII. MEMBERSHIP ASSESSMENTS

Membership assessments for the support of the organization shall be paid by each member government. Effective July 1, 2023, membership assessments shall be calculated as follows:

$.41 per capita for the first 200,000 population; then for additional population over 200,000 the rate will be $.20 per capita. Counties pay for citizens in unincorporated areas only.

Population figures for each member jurisdiction will be based on the most recent annual state estimate.

VIII. AMENDMENTS

These Bylaws may be amended at any time by vote of the Board of Delegates provided that such amendment shall have first been presented to the Board of Delegates in writing at least six days preceding the meeting at which the vote is taken.

Amended: June 25, 1975
March 23, 1977
March 1, 1978
March 1, 1982
March 27, 1996
September 22, 2004
May 23, 2012

May 28, 2014
November 16, 2016
October 25, 2023
DATE, 2024

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Business

Item Title:

Pay and Classification Study

Presenter(s):

Lee Worsley, Executive Director and Jenny Halsey, Assistant Executive Director

Background:

In December, CPRC began a Pay and Classification Study. Piedmont Triad Regional Council (PRTC) is conducting the study. Staff orientation sessions were held in December/January and Position Description Questionnaires have been completed for all full-time employees. PTRC is currently conducting individual staff interviews and completing a market and classification analysis. CPRC is expected to receive findings and provide input by the end of March with final compilation given to CPRC in April. CPRC plans to implement the results, at least partially, in July 2024.

The last time CPRC conducted a Pay and Classification Study was in 2018. With the rapid change in our local market, CPRC did a 3% COLA this current fiscal year and a 5% COLA FY22-23. Traditionally, staff eligible for merit increases have also received 3% increases annually except for 2020 where staff received 2% and a $700 one-time bonus.

Recommendation:

None - Informational Only

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

☐ Yes ☒ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing ☐ Press Release

☐ Newspaper Notice Required ☐ Social Media

☐ Website ☐ Other:

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Consent

Item Title:

Introduction to CPRC Financial Dashboard

Presenter(s):

Hope Tally, CFO

Background:

In a continued effort to provide financial accountability and transparency, staff would like to present consistent financial reports at Executive Committee meetings. A copy of the financial dashboard report will be sent to the full board after each update. Staff requests feedback from the Executive Committee on the attached draft financial dashboard.

Recommendation:

None - Informational Only

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

☒ Yes ☐ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

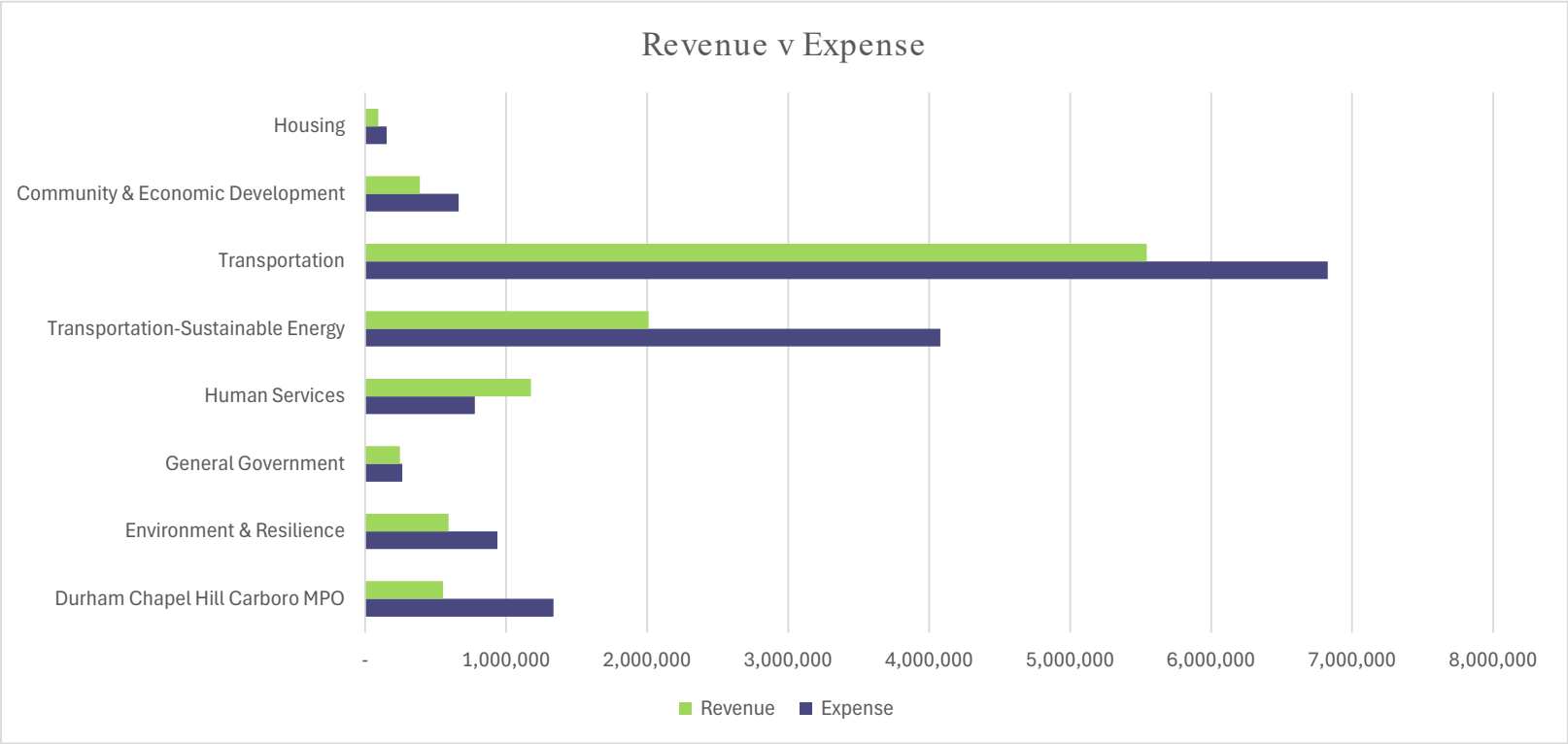
☐ Website

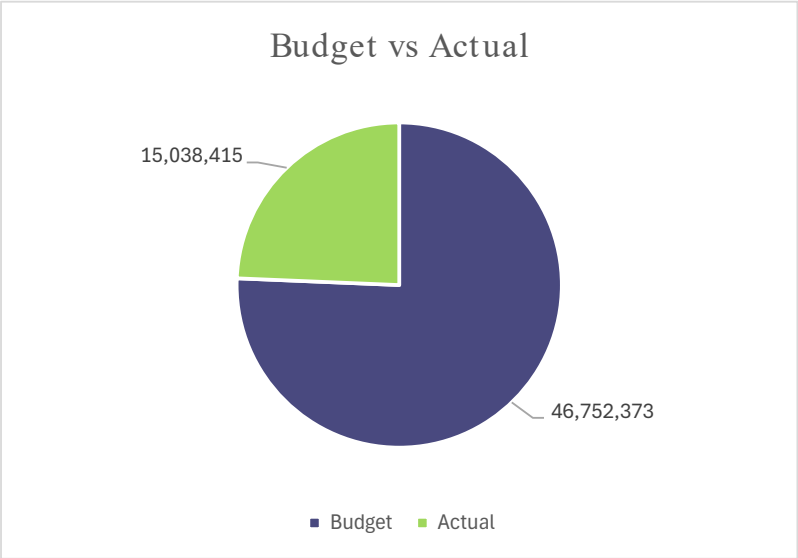
☐ Press Release

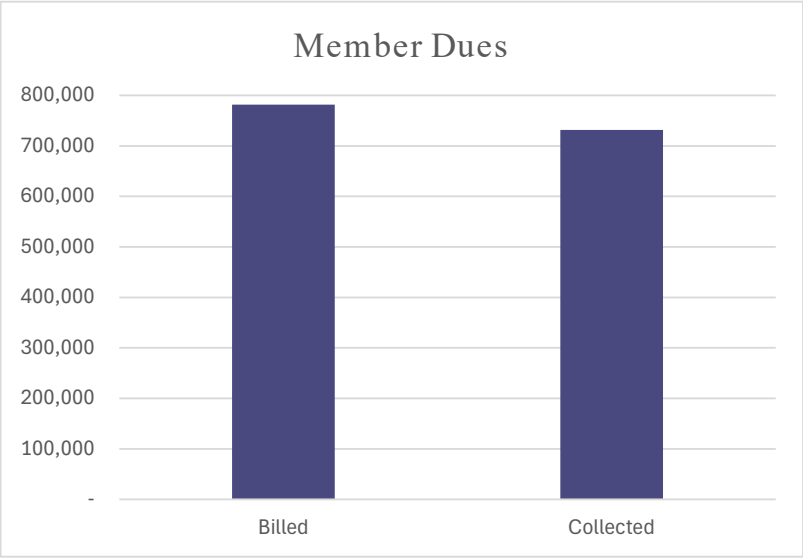
☐ Social Media

☐ Other:

CPRC Month End 1-31-2024 Financial Dashboard







Central Pines Regional Council Executive Committee
Meeting Minutes
Wednesday, November 15, 2023
6:00 – 8:00 pm | Virtual
Chair Butch Lawter, Presiding

Delegates & Alternates Attending:
Wilma Laney, Town of Aberdeen
DeDreana Freeman, City of Durham
Heidi Carter, Durham County
Kathleen Ferguson, Town of Hillsborough
Butch Lawter, Johnston County
Bill Carver, Lee County
Frank Quis, Moore County
Jean Hamilton, Orange County
Susan Evans, Wake County

CPRC Staff Attending:
Beth Davis, Member Engagement Coordinator
Jenny Halsey, Assistant Executive Director
Alana Keegan, Local Government Services Director
Lindsay Whitson, Community & Economic Development Director
Lee Worsley, Executive Director
Hope Tally, Chief Finance Officer
Alex Halloway, Economic Development Planner

Mary Jane Lyonnais, Upper Coastal Plain COG Food Systems Regional Planner

DRAFT

1. Call to Order
   a. Call to Order and Welcome
      Official: Butch Lawter, Chair

   b. Roll Call

   c. Declaration of Quorum
      Official: Butch Lawter

      Chair Butch Lawter called the meeting to order at 6:02 pm and went over housekeeping information. He reminded everyone about the virtual meeting guidelines. Beth Davis, Member Engagement Coordinator, called roll and a quorum was met.

2. Review of Agenda

a. Review of Agenda
Official: Butch Lawter

Chair Lawter approved the agenda as is.

3. Presentations and Recognitions

4. Business

a. Status Update of Tri-COG Food Ecosystem Economic Development Strategy (Tri-COG FEEDS)
Presenters: Alex Halloway, CPRC Economic Development Planner & Mary Jane Lyonnais, Upper Coastal Plain COG Food Systems Regional Planner

Alex Halloway, CPRC Economic Development Planner presented this item along with Mary Jane Lyonnais from Upper Coastal Plain COG, who is the lead for this project.

Central Pines Regional Council, in partnership with Kerr Tar, and Upper Coastal Plain Councils of Government, have spent the past 18 months working to fulfill and build upon multiple opportunities and recommendations resulting from the many emerging and growing local healthy food efforts in each region. The effort is called the TRI-COG Food Ecosystem Economic Development Strategy (Tri-COG FEEDS): Understanding and Creating Pathways to Build the Local Healthy Food Value Chain. The goal is to support a regional food planning initiative that identifies the infrastructure needed to shorten food supply chains, drives economic development, enhances resilient practices, fosters equity, and increases rural-urban connectivity across the 17-county food system network.

The anticipated deliverable includes a strategy that outlines a unified vision while providing economic impact evidence that decision-makers and community partners can use to support further investment in the food system. Throughout this process, the COGs have developed robust partnerships across the food system and have worked to prioritize the needs of those who are most significantly impacted by such investment. This effort is being funded by the US Economic Development Administration (EDA) and the Kate B. Reynolds Foundation. The information is being shared so that the Board is aware of the status of our project, but also encourage questions and feedback.

There are four areas where the COGs can help, which include: 1) assistance with securing funds for food system initiatives, 2) facilitating food system conversations with non-government actors along the food-value chain, 3)

DRAFT

education on food system policies and practices around the state and country, and 4) facilitating cross-county or regional collaboration across governments.

Next steps include listening sessions in November to hear from local government representatives on the feasibility and impact of investing in local food system infrastructure. A convening will also be held in Spring 2024 on project findings and to hear from both food system practitioners and local government to inform a regional vision.

The intended long-term impact is 1) increased economic prosperity, 2) resilience and recovery from future economic shocks, 3) enhanced focus on equity in the food system, 4) improved public health outcomes, and 5) better environmental and sustainable practices.

Ms. Lyonnais encouraged the members of the Executive Committee to take the survey. At the time, the survey was mostly completed by Upper Coastal and Kerr-Tar regions.

Chair Lawter mentioned the unique challenge in Johnston County where they are leading the way in agricultural land loss, but in the Central Pines region, they are still leading in value of agricultural crops produced.

Delegate Heidi Carter asked how they were engaging with local government leaders. Mr. Halloway shared that they have an advisory board that includes all 17 counties and working with food groups.

b. Personnel Policy Update
Presenters: Lee Worsley, Executive Director & Jenny Halsey, Assistant Executive Director/HR Officer
Potential Action: Place on Consent Agenda as Resolution 2023-11-01

Mr. Worsley and Ms. Halsey presented this item. Each year, the Personnel Policy is brought to the Strategic Leadership Team to evaluate and improve. Ms. Halsey reviewed the recommended changes with the Executive Committee.

Changes that are recommended include:

- Changing TJCOG/Triangle J Council of Governments to CPRC/Central Pines Regional Council.
- Changing medical leave to federally required FMLA since the organization has gone over 50 employees.
- More clarity around acceptance of gifts and favors.

DRAFT

- Sick Leave – adding mental health as a reason for taking a sick day. This has been interpreted to include mental health, but it is recommended to be included in policy for clarity.
- An internal career ladder has been created, so this needed to be reflected in the policy.

Delegate Kathleen Ferguson asked about a more structured evaluation process for the Executive Director. This had been discussed previously and Ms. Ferguson didn't want that to be forgotten. Mr. Worsley and Ms. Halsey clarified that this is part of the Executive Director's contract.

Delegate Jean Hamilton asked for clarification around the promotion changes, specifically advertising a position internally first. Mr. Worsley gave an example of where this policy would be used and noted that these cases are rare. Commissioner Hamilton's concern was that this would narrow the pool.

Chair Lawter asked if there were any objections to place on consent agenda, there were none.

c. Budget Amendment #4
Presenter: Hope Tally, Chief Finance Officer
Potential Action: Place on Consent Agenda as Resolution 2023-11-02

Hope Tally reviewed the budget amendment which included Southeast Crescent and Connected Region projects.

Delegate Bill Carver asked for clarification on an increase in funding, which was for Triangle Water Supply partnership. These funds are held in reserve from the fund balance. He also asked about a $3,000 expenditure, which was for the Triangle Sustainability Partnership. These were oversights by staff that have been addressed.

Chair Lawter asked if there were any objections to place on consent agenda, there were none.

5. Consent

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

a. DRAFT Minutes: March 22, 2023
b. DRAFT Minutes: September 27, 2023
c. Adoption of Resolution #2023-11-01 Personnel Policy

DRAFT

d. Adoption of Budget Amendment #4, Resolution #2023-11-02

Action: Adoption of Consent Agenda
Motion: Delegate Kathleen Ferguson
Second: Delegate DeDreana Freeman
Vote: Approved unanimously by roll call

6. Items Removed from Consent Agenda

7. Executive Director's Report

a. Executive Director's Report
Presenter: Lee Worsley
Potential Action: None – Receive as Information

Mr. Worsley is excited to invite everyone to the Central Pines Regional Council Open House & Ribbon Cutting prior to the January 24 Board of Delegates meeting. This event will be from 2:00-5:00 pm with the ribbon cutting n around 4:45 pm. There are also plans to have a group Board picture taken, along with individual officer photos. The plan is to make the photo a yearly tradition. The Board of Delegates meeting will also be used to welcome new Board members and recognize Board members who are rolling off.

Mr. Worsley shared that there is quite a bit of transition on the Board of Delegates, with 14 vacancies, including one on the Executive Committee. The Forum delegate position is also vacant. There are 11 sitting delegates/alternates who will be rolling off the Board. Staff has already reached out to the Clerks and Managers with a list of Board vacancies with a deadline of January 15.

Delegate Ferguson asked if she would be rolling up to the Delegate or remain the Alternate for the Forum. Mr. Worsley said he would be checking with the Forum to be sure of what we could do, but he thought that would be up to Chair Lawter.

Mr. Worsley mentioned an email he sent yesterday regarding a legislative issue that had come up between the League of Municipalities (NCLM) and the Piedmont Triad Regional Council (PTRC). A bill has been introduced to reallocate $15 million from NCLM to PTRC for financial software.

Delegate Ferguson asked if Mr. Worsley had talked with PTRC's Executive Director, to which he responded yes. Mr. Worsley stated that he wasn't very comfortable with what was going on. Many of the NC COG Directors aren't

DRAFT

happy with what's happening as well. Ms. Ferguson also asked if this will be discussed at the NC COG Association Forum meeting.

Delegate Carver brought up diversity issues regarding hiring. He asked if that was noted in the personnel policy. Ms. Halsey shared that while this isn't addressed in the personnel policy, we do have a DEI task force that has participated in the Government Alliance for Race and Equity (GARE) cohort. This task force is addressing recruitment and HR. Mr. Carver was interested in how we are translating those values into practices.

8. Chair's Report

a. Chair's Report
Presenter: Chair
Potential Action: None - Receive as Information

No report.

9. Around the Region

a. Around the Region Reports/Updates

No report.

10. Other Business

a. Other Business
Presenter: Butch Lawter

11. Adjournment

a. Adjourn the Meeting

With there being nothing further, the meeting was adjourned at 7:00 pm.

Action: Motion to adjourn.
Motion: Delegate Kathleen Ferguson, Hillsborough
Second: Delegate Susan Evans, Wake County
Vote: Unanimously approved

Duly adopted this 28th day of February, 2024 while in regular session.

_____

R. S. Lawter, Jr.
Board Chair

DRAFT

ATTEST:

_____

Beth Davis
Clerk to the Board
Central Pines Regional Council

DRAFT

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

February 28, 2024-Executive Committee

Agenda Location:

Consent

Item Title:

FY23-24 Budget Amendment #6

Presenter(s):

Hope Tally, CFO

Background:

According to the Budget Resolution for Fiscal Year 2023-2024 adopted on May 24, 2023, the Chief Finance Officer is authorized to transfer funds within and among divisions as needed during the fiscal year. Any additions or reductions to the total budget warrant adoption of an amendment to the FY24 budget resolution. The attached proposed resolution increases the total CPRC budget by $174,543.

New Project Funding:
The Aging division is being increased by $123,007 with two new funding awards, ARP funds in the amount of $31,956 and Medicare funds in the amount of $91,051. The ARP funds are supporting the Long-Term Ombudsman Program under the Elder Justice Act. The purpose of the funding is to enhance the Ombudsman program's capacity to respond to and resolve complaints about abuse and neglect. The Medicare funds are awarded under the Medicare Improvements for Patients and Providers Act (MIPPA). The purpose of the funding is to enhance outreach to Medicare beneficiaries with limited income and assets who may qualify for assistance with some of their medical expenses. A portion of the grant award will be passed through to subrecipients within our region.

Changes to Project Funding:
The Member Services division is being amended by a total of $5,000 through additional project income under the Member Support & Technical Assistance project. Member services is hosting an Artificial Intelligence workshop with Alliance for Innovation. Attendees will register for a small fee to help cover workshop costs.

The Environment & Resilience division is being amended by a total of $31,536 with an appropriation to fund balance for the Clean Water Education Partnership (CWEP) project. The project is using funds from fund balance assigned to CWEP in the 2023 financials to cover planned advertising approved under for the FY24 campaign.

The Transportation division is being amended by a total of $15,000 with additional federal funding awarded for Phase II of the Durham Communities to Clean Energy (C2C) project.

Recommendation:

Place on Consent Agenda

Focus Area:

Administration & Operations

Will Documentation Be Included for Agenda Packet:

☒ Yes ☐ No

If yes, please include documentation in the appropriate meeting folder HERE.

Is Any Additional Action/Communication Required:

☐ Public Hearing

☐ Newspaper Notice Required

☐ Website

☐ Press Release

☐ Social Media

☐ Other:

Central Pines Regional Council
A Resolution for Budget Amendment
of the Fiscal Year 2023-2024 Budget
Amendment 6

WHEREAS, the Central Pines Regional Council adopted its 2023-2024 Budget Resolution on May 24, 2023; and, WHEREAS, it is necessary for the Central Pines Regional Council to make a revision by way of the following amendment;

NOW, THEREFORE, BE IT RESOLVED that the Central Pines Regional Council FY 2023-2024 Budget Resolution is hereby amended as follows:

SECTION 1. REVENUES

Revenues by Source:	**Current Revised**	**Amendment**	**New Revised**
Federal	$ 11,819,533	$ 138,007	$ 11,957,540
Federal Pass Through	$ 16,506,409	$ -	$ 16,506,409
State	$ 1,719,641	$ -	$ 1,719,641
Member Investment	$ 781,646	$ -	$ 781,646
Special Local Dues	$ 1,996,434	$ -	$ 1,996,434
Local Aging Share	$ 270,031	$ -	$ 270,031
Project Income	$ 13,104,082	$ 5,000	$ 13,109,082
Appropriated Fund Balance	$ 540,329	$ 31,536	$ 571,865
Other Revenue	$ 14,267	$ -	$ 14,267
General Fund Total Revenues:	**$ 46,752,372**	**$ 174,543**	**$ 46,926,915**

SECTION 2. EXPENDITURES

Expenditures by Division:	**Current Revised**	**Amendment**	**New Revised**
General Government	$ 189,239	$ -	$ 189,239
Member Support Strategy	$ 13,791,414	$ 5,000	$ 13,796,414
Transportation	$ 3,197,965	$ 15,000	$ 3,212,965
Durham Chapel Hill Carrboro MPO	$ 6,682,561	$ -	$ 6,682,561
Community & Economic Development	$ 1,232,391	$ -	$ 1,232,391
Housing	$ 2,407,017	$ -	$ 2,407,017
Environment & Resilience	$ 2,707,820	$ 31,536	$ 2,739,356
Aging & Human Services	$ 16,543,965	$ 123,007	$ 16,666,972
General Fund Total Expenditures:	**$ 46,752,372**	**$ 174,543**	**$ 46,926,915**

Adopted and approved on this 28th day of February 2024.

R.S Lawter, Jr.

Attest:

Lee Worsley, Executive Director