CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council Executive Committee
Meeting Agenda
Wednesday, September 27, 2023
6:00 – 8:00 pm
Secretary-Treasurer Wilma Laney, Presiding
Central Pines Regional Council Office
4307 Emperor Boulevard, Suite 110, Durham, NC

1. Call to Order 6:00 pm
   a. Call to Order and Welcome
      Official: Wilma Laney

   b. Roll Call
   c. Declaration of Quorum
      Official: Wilma Laney

2. Review of Agenda 6:05 pm
   a. Review of Agenda
      Official: Wilma Laney

      Potential Action: Approval on Consent Agenda (Vice Chair Gantt will approve)

3. Presentations and Recognitions

4. Business 6:10 pm
   a. Discussion of Board of Delegates & Executive Committee Meeting Changes & Bylaw Revisions
      Presenter: Lee Worsley, Executive Director
      Documentation
      Potential Action: It is recommended that the Executive Committee discuss the proposed changes to the Board of Delegates & Executive Committee meetings and bylaws and suggest any changes desired. It is also recommended that the Executive Committee consider advancing the proposal to the Board of Delegates for its October meeting.

   b. FY23-24 Budget Amendment 3
      Presenter: Hope Tally, Chief Finance Officer
      Documentation
      Potential Action: Consider adopting as part of the consent agenda Resolution 2023-09-01, Budget Amendment #3

5. Consent 6:55 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: June 28, 2023
b. FY23-24 Resolution 2023-09-01, Budget Amendment #3
c. RPO Memorandum of Understanding

6. Items Removed from Consent Agenda 7:00 pm

7. Executive Director's Report 7:05 pm

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

8. Chair's Report 7:10 pm

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

9. Closed Session 7:15 pm

a. Closed Session pursuant to NCGS 143-318.11 (a)(6) to conduct annual performance review of the Executive Director.

10. Other Business 7:55 pm

a. Other Business
Presenter: Chair
Potential Action: None – Receive as Information

11. 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:

September 27, 2023 - Executive Committee

Agenda Location:

Business

Item Title:

Discussion of Board of Delegates and Executive Committee Meeting Changes and Bylaw Revisions

Presenter(s):

Lee Worsley, Executive Director

Background:

The attached documents outline a proposed new structure for the Central Pines Board of Delegates and its Executive Committee. Additionally, the attachment proposes a new subcommittee structure reflecting each of CPRC's Focus Areas. These proposed changes were presented to the FY 2022-2023 Officers several months ago. During that meeting, several changes were suggested, which have been incorporated into the document. The purpose of the proposal is to 1) shift higher profile speakers and discussions to the Board, 2) delegate more routine business to the Executive Committee to preserve more time on the Board of Delegates meetings, and 3) introduce a subcommittee structure where each focus area would have a subcommittee to encourage deeper Board interaction and more inclusiveness of our local government staff members and stakeholders.

The timing of this discussion is appropriate since the Bylaws for the organization need to be updated due to the rebranding to CPRC.

These documents were sent to the Executive Committee on July 29, 2023, before the September meeting. No comments on the proposed changes have been received to date.

It is recommended that the Executive Committee discuss the proposed changes to the Board of Delegate and Executive Committee meetings and bylaws and suggest any changes desired. It is also recommended that the Executive Committee consider advancing the proposal to the Board of Delegates during its October 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:

Potential Board Meeting Changes

Central Pines Board of Delegates

The purpose of the Board meeting will be to maximize attendance by providing high-profile speakers or topics—potentially four meetings on-site and two meetings off-site with associated "tour" or community highlights. One on-site meeting could be a legislative dinner; each meeting would also highlight a Central Pines focus area and progress on the strategic plan and work plan for the coming year; a presentation would be done with the subcommittee chair.

Board Meeting dates with routine items that would be handled at each meeting.

- January – On Site
  - Audit Presentation and Financial Presentation by CFO,
  - Welcome new delegates,
  - Honor departing delegates (new delegates get a nice, framed certificate of appointment, departing delegates get a commemoration of service, also Central Pines promotional items),
  - Appoint subcommittees.
  - Board Member Pictures
- April – Raleigh
  - Legislative event
- June – On Site
  - Budget Adoption
- August – On Site
- October – Visit local government
- December – On Site
  - Year End Celebration, Awards

Central Pines Executive Committee

The purpose of the Executive Committee meeting will be to transact the routine business of the organization and hear updates from our focus area leads on progress on the Strategic Plan, the status of the subcommittees, and other opportunities to discuss business and strategy. Executive Committee meetings would be held virtually to ease travel demands on Board members who are on Executive Committee.

Executive Committee dates with routine items that would be handled at each meeting.

- February
- March

DRAFT

    - Nominating Committee Process reminder
- May–
    - Budget Presentation and Budget Public Hearing
    - Executive Director Evaluation
- September
- November

Focus Area Subcommittees

The purpose of subcommittees is to allow elected officials and staff the opportunity to dive deeper into one of Central Pines' six focus areas. Subcommittees would meet at least quarterly and discuss issues in the focus area, help provide input on Central Pines programs and future opportunities, receive updates on Strategic Plan, and help inform potential changes. A member of the Board of Delegates would chair each subcommittee. Participation in subcommittees could also be a pathway to Board of Delegate appointments and a way to engage more elected officials and staff members.

Subcommittees (with some suggested organizations that we would want part of the group)

- Transportation
    - DOT Sec, RDU, GoT, MPO
- Environment and Resilience
    - DEQ
- Community and Economic Development
    - Commerce, RTRP,
- Housing
- Member Support and Strategy
    - Managers, other staff members
- Aging and Human Services – Utilize the existing Aging Advisory Committee but look at membership to make sure it's inclusive enough.
- Regional Policy

Local Government Managers

We need to work on this to get managers more engaged in the Strategic Plan and proposed work plan. A local government manager should chair this committee.

Mayor and Chairs

We need to work on this. Utilize best practice examples like Boston to get the group going again. We may need to consider a large and small group or some other configuration.

DRAFT

~~Triangle J Council of Governments~~Central Pines Regional Council
Bylaws

I. GENERAL RULES

The ~~Triangle J Council of Governments~~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. ~~The Board of Delegates and/or Executive Committee will meet in regular session on the fourth Wednesday of each month at the time and place set by the Chair. The Board of Delegates will meet in January, March, April, May, August, October and November. The Executive Committee will meet in February, June, September, and December.~~

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. 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. ~~With the approval of the Board of Delegates, the term President may be used interchangeably with Executive Director.~~

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) ~~prepare, in cooperation with the Treasurer and Executive Committee,~~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) ~~act as secretary to the Board of Delegates.~~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.

~~Section 5. Finance Officer~~

~~These duties are set forth in paragraph 6 and 7 of Article X of the Charter.~~

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 ~~TJCOG~~CRPC Budget Resolution;
b) the fixing of the membership assessment;
c) the amending of the ~~TJCOG~~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, ~~2014~~ 2023 membership assessments shall be calculated as follows:

$.41~~39~~ per capita for the first ~~150,000~~200,000 population; then for additional population over ~~150,000~~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. Effective July 1, 1996 any payments required to support federal or state funded programs will be paid by the responsible local government, separate from its membership assessment.

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
DATE, 2023

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

September 27, 2023 - Executive Committee

Agenda Location:

Consent

Item Title:

Resolution 2023-09-01, Budget Amendment #3

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 $304,418.

New Project Funding:
The Member Services division is being increased by $20,000 with a new Town of Cameron Rural Transformation Grant project being funded by federal funding through NC Department of Commerce. CPRC will be administering the grant for the Town of Cameron to acquire and improve land for a town-owned event space.

The Housing division is being increased by $139,700 with a new Chatham County Urgent Repair Program project. CPRC will be administering the grant for the county to provide health and safety updates to eligible households for low-income, senior, and disabled populations.

The Transportation division is being increased by $10,000 with a new City of Durham Communities to Clean Energy (C2C) project. The C2C program is funded by the U.S. Department of Energy and is designed to provide technical support to communities transitioning to clean energy and more sustainable energy economies. CPRC's Triangle Clean Cities Program will lead the local community engagement process for the project.

Changes to Current Project Funding:
The Community and Economic Development division is being increased by $5,500 to cover additional revenue associated with an inactive site under the Federal Trade Zone project now being registered as active.

The Housing division is being increased by a total of $66,694 with increased federal funding to the Town of Cary CDBG project in the amount of $20,650 and an appropriation to fund balance in the amount of $46,044 for the Federal Home Loan Bank grant project with project funds collected in the prior fiscal year.

The Transportation division is being increased by a total of $62,524 with increased federal and state funding through NCDOT to the Triangle Area Rural Planning Organization (TARPO) project in the amount of $32,524 and increased federal funding through CAMPO and DCHCMPO to the Regional Transportation Coordination project in the amount of $30,000.

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 3

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	$ 11,352,799	$ 56,634	$ 11,409,433
Federal Pass Through	$ 16,318,759	$ 172,650	$ 16,491,409
State	$ 1,703,751	$ 15,890	$ 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	$ 12,653,180	$ 13,200	$ 12,666,380
Appropriated Fund Balance	$ 451,893	$ 46,044	$ 497,937
Other Revenue	$ 14,267	$ -	$ 14,267
General Fund Total Revenues:	**$ 45,542,760**	**$ 304,418**	**$ 45,847,178**

SECTION 2. EXPENDITURES

Expenditures by Division:	**Current Revised**	**Amendment**	**New Revised**
General Government	$ 189,239	$ -	$ 189,239
Member Support Strategy	$ 13,433,712	$ 20,000	$ 13,453,712
Transportation	$ 3,125,441	$ 72,524	$ 3,197,965
Durham Chapel Hill Carrboro MPO	$ 6,682,561	$ -	$ 6,682,561
Community & Economic Development	$ 1,120,891	$ 5,500	$ 1,126,391
Housing	$ 1,981,523	$ 206,394	$ 2,187,917
Environment & Resilience	$ 2,465,428	$ -	$ 2,465,428
Aging & Human Services	$ 16,543,965	$ -	$ 16,543,965
General Fund Total Expenditures:	**$ 45,542,760**	**$ 304,418**	**$ 45,847,178**

Adopted and approved on this 27th day of September 2023.

Brett Gantt, Vice-Chair

Attest:

Lee Worsley, Executive Director

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

September 27, 2023 - Executive Committee

Agenda Location:

Consent

Item Title:

Memorandum of Understanding for the Central Pines Rural Planning Organization

Presenter(s):

Matt Day, Transportation Director

Background:

Since 2002, Triangle J Council of Governments/Central Pines Regional Council has provided transportation planning services for the portions of Chatham, Lee, Moore, and Orange Counties that lie outside the boundaries of Metropolitan Planning Organizations (MPOs) through the Triangle Area Rural Planning Organization (TARPO). The TARPO Transportation Advisory Committee voted at its August 10, 2023 meeting to change its name to the Central Pines Rural Planning Organization (CPRPO). This change is being made along with several other minor changes to the RPO's Memorandum of Understanding (MOU), such as updating references to TJCOG in the document to CPRC and making technical corrections to elements that have changed over the past 20 years. As the lead planning agency for the RPO, Central Pines Regional Council is a signatory party to the MOU document, along with the four RPO member counties (Chatham, Lee, Moore, and Orange) and the North Carolina Department of Transportation. The revised MOU for CPRPO is being presented today for approval.

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
☐ Press Release
☐ Newspaper Notice Required
☐ Social Media
☐ Website
☐ Other:

MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE
ESTABISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION (RPO)

Between

The County of Chatham and the participating municipalities therein; the County of Lee and the participating municipalities therein; the County of Moore and the participating municipalities therein; and County of Orange; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, "the parties").

Witnesseth

Whereas, section 135 of Title 23, United States Code, declares that each State shall, with respect to nonmetropolitan areas, cooperate with affected local officials with responsibility for transportation; and consider coordination of transportation plans, the transportation improvement program, and planning activities with related planning activities being carried out outside of metropolitan planning areas and between States; and

Whereas, North Carolina General Statute Chapter 136, Article 17 provides for the establishment of Rural Transportation Planning Organizations (RPOs), to work cooperatively with the state to plan rural regional transportation systems and to advise the department on rural transportation policy; and

Whereas, the establishment of a RPO will provide rural areas the opportunity to work in partnership with the North Carolina Department of Transportation toward the development of sound, short and long-range transportation planning for rural areas, and for local input to North Carolina's transportation project prioritization process; and

Whereas, the establishment of a RPO will assist NCDOT in complying with the provisions of section 135 of Title 23, United States Code relative to the participation of local officials and the public in the transportation planning process; and

Whereas, it is the desire of the parties to undertake a continuing, comprehensive, cooperative transportation planning process with the establishment of a RPO for the four-counties named above.

Now, therefore, the following memorandum of understanding is made.

Section 1: Establishment of Central Pines RPO.

It is hereby agreed that the Counties of Chatham, Lee, Moore and Orange and the participating municipalities located within those counties not included in a Metropolitan Planning Organization, and the NCDOT, intend to establish and participate in a RPO created for the general purposes and responsibilities outlined below:

1. To develop long-range local and regional multi-modal transportation plans in cooperation with the NCDOT.

2. To provide a forum for public participation in the rural transportation planning process.

3. To develop and prioritize suggestions for transportation projects the RPO believes should be included in the State's Transportation Improvement Program (TIP).

4. To provide local input to North Carolina's transportation project prioritization process.

5. To provide transportation-related information to local governments and other interested organizations and persons.

6. To conduct transportation related studies and surveys for local governments and other interested entities/organizations.

7. To perform other related transportation planning activities that shall be agreed upon between the RPO and the North Carolina Department of Transportation.

Section 2: Lead Planning Agency Responsibility

It is hereby further agreed that the transportation plans and programs and land use policies and programs for the RPO will be coordinated by Central Pines Regional Council, an agency selected on behalf of participating local governments and NCDOT, to be the administrative entity and to serve as the Lead Planning Agency (LPA) for coordinating rural transportation planning in the planning area of the four counties named above. The RPO hereby authorizes LPA to be the recipient of any funds appropriated to the RPO by NCDOT or otherwise obtained by the RPO.

The Central Pines Regional Council will be responsible for initially expending locally derived funds and seeking reimbursement from NCDOT in accordance with the respective funding source.

Section 3. Establishment of Rural Transportation Advisory Committee

A Rural Transportation Advisory Committee (RTAC) is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The RTAC shall have the responsibility of keeping local policy boards informed of the status and requirements of the transportation planning process; assisting in the dissemination and clarification of the decisions, inclinations, and policies of the policy boards; and helping to ensure meaningful public participation in the rural transportation planning process.

1. The RTAC will be responsible for carrying out the following:

    A. Establish goals, priorities, and objectives for the transportation planning process.

    B. Endorsement and review of changes to adopted transportation plans for the RPO.

    C. Endorsement, review, and approval of a Planning Work Program (PWP) for transportation planning which defines work tasks and responsibilities for the various agencies participating in the RPO.

    D. Endorsement, review, and approval of transportation improvement projects that support and enhance both regional and local transportation in the RPO.

2. The membership of the RTAC shall consist of local elected officials or their designees. The RPO staff shall be notified of newly appointed RTAC members (and alternates, if applicable) each year and as or if changes are made.

3. Each member has one vote. The voting membership shall consist of the following:

Governmental Body	Voting Status	Number of Votes
County of Chatham	Yes	1
Municipal Member (1) for Chatham County (elected every 2 years by the County's mayors)	Yes	1
County of Lee	Yes	1
Municipal Member (1) for Chatham County (elected every 2 years by the County's mayors)	Yes	1
County of Moore	Yes	1
Municipal Member (1) for Chatham County (elected every 2 years by the County's mayors)	Yes	1
County of Orange	Yes	1
NCDOT Board of Transportation	Yes	1
TOTAL		**8**

4. The County Commissioner (and alternate member, if desired) representing each County on the RTAC shall be selected every two years by the Board of County Commissioners of each County in regular session. While individual representation may change at the discretion of the county board of commissioners, each county shall have a seat on the RTAC as long as the county continues to be a member of the RPO. The term of membership for the elected municipal representative from each county shall be two year(s). At the end of each two-year term, the mayors of the municipalities within each county that are not included within the jurisdiction of an MPO, shall caucus and select a municipal representative from the county. Municipal representatives who have just completed a two-year term are eligible to serve additional terms if selected by the county's municipal caucus.

   In the event a county is no longer a member of the RPO, municipal representation for that county is also lost. Municipalities cannot be a member of the RTAC without the county being a member of the RPO.

5. The RTAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its voting membership, the RTAC shall appoint a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.

6. An alternate may be designated for each member providing they meet the same criteria as the original appointee. All RTAC members and alternates shall be elected officials of their representative body. An RPO RTAC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality.

7. The LPA will serve as staff to the RTAC.

Section 4. Establishment of the Rural Technical Coordinating Committee

A Rural Technical Coordinating Committee (RTCC) shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the RTAC regarding any necessary actions relating to the continuing transportation planning process.

1. The RTCC shall be responsible for the development, review, and recommendation for approval of the PWP for the RPO, the Transportation Improvement Program, and revisions to the Transportation Improvement Program.

2. Membership of the RTCC shall include technical representatives from all local and state government agencies and transportation service providers directly related to and concerned with the transportation planning process for the RPO planning area. RTCC membership may include, but may not be limited to, the following:

RTCC Member Organization	Voting Status	Number of Votes
County Manager (County of Chatham), Planning Director or designated representative	Yes	1
County Manager (County of Lee), Planning Director or designated representative	Yes	1
County Manager (County of Moore), Planning Director or designated representative	Yes	1
County Manager (County of Orange), Planning Director or designated representative	Yes	1
The Chief Administrative Official, Planning Director, or designated representative from each municipality in the RPO planning area that is a member of the RPO	Yes	1 per Municipality
Executive Director, Central Pines Regional Council or designated representative	Yes	1
Representative, Transportation Planning Division, North Carolina Department of Transportation, or designated representative	Yes	1
Division 7 Engineer, Division of Highways, North Carolina Department of Transportation, or designated representative	Yes	1
Division 8 Engineer, Division of Highways, North Carolina Department of Transportation, or designated representative	Yes	1
Representative, Integrated Mobility Division, North Carolina Department of Transportation, or designated representative	Yes	1
TOTAL—Depends on Participating Member		

RTCC Member Organization	Voting Status
FHWA	No
Additional non-voting member organizations may be added,	No

3. Each member listed with a "Yes" voting status (as shown in the table) on the RTCC shall have one vote. Additional voting representatives on the RTCC (in accordance with the table above) shall have one vote.

4. Membership of the RTCC may be altered on the basis of a majority vote of its membership and approval of the RTAC of the RPO.

5. The RTCC shall meet when it is deemed necessary, appropriate, and advisable. A Chairperson will be elected from the membership with the responsibility for coordinating the RTCC's activities.

6. An alternate may be designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO RTCC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality.

7. The LPA will serve as staff to the RTCC.

Section 5. RPO Meetings

The RTAC and RTCC, as well as any established subcommittees, are responsible for carrying out the provisions of North Carolina General Statute Chapter 143, Article 33C regarding open meetings, and Chapter 132 regarding public records. In addition:

1. A quorum is required for transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting public business. A quorum consists of 51% of the members of the RTAC or RTCC, plus as many additional members as may be required to ensure that 51% of possible votes are present. Vacant seats will not count against the quorum.

2. RTAC and RTCC members or alternates should be identified by name on the meeting attendance log. Meetings shall be held when it is deemed appropriate and advisable, but will meet with the necessary regularity to ensure adequate performance of duties as described herein.

3. Any member who does not attend two consecutive RTAC or RTCC meetings will not be included as part of the membership needed to obtain a quorum after the second missed meeting. Membership, however, is immediately reinstated by the presence of the most recently appointed member (or his alternate) at any future meeting.

Section 6. Agency Participation

It is further agreed that all participating agencies will assist in the Rural Transportation Planning process by providing planning assistance, data, and inventories in accordance with the approved work program.

Section 7. Withdrawal from Central Pines RPO

Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving written notice of termination to the RPO 90 days before the end of the state fiscal year.

Section 8.

Municipalities desiring to join the RPO following the signing of this Memorandum of Understanding must do so no later than 90 days of the last County adoption, by submitting a fully executed Municipal Statement of Adoption. Any municipality desiring to join the RPO after the initial 90-day period must notify the lead planning agency and the other members of the RPO in writing of its intent to join and provide each with a copy of a fully executed Municipal Statement of Adoption. New memberships will become effective on January 1st of each year.

Section 9.

In witness whereof, the parties of the Memorandum of Understanding have been authorized by appropriate and proper resolutions and/or legislative authority to sign this Memorandum of Understanding, which becomes effective as of the last day signed. The following pages comprise the signature pages from each party to this Memorandum.

Section 10.

LPA Example

This **"MEMORANDUM OF UNDERSTANDING FOR COOPERATIVE, COMPREHENSIVE, AND CONTINUING TRANSPORTATION PLANNING AND THE ESTABLISHMENT OF A RURAL TRANSPORTATION PLANNING ORGANIZATION"** for the Counties of Chatham, Lee, Moore and Orange counties and the participating municipalities in each county is hereby adopted by the Central Pines Regional Council, this the 25th day of October, 2023. By the adoption of this resolution, the Central Pines Regional Council also agrees to serve as administrative entity for the Central Pines RPO, and to receive such funding that is forthcoming.

Central Pines Regional Council

By: _____

[Signature of authorized representative]

_____

Typed name of authorized representative

_____

[Title or position]

_____

[Additional signatory if needed]

_____

Typed name of additional signatory

_____

[Title or position]

Triangle J Executive Committee Meeting Minutes

Wednesday, June 28, 2023- 6:00 p.m.

Board Members in Attendance:
Mike Dasher, Chatham County
DeDreana Freeman, City of Durham
Kathleen Ferguson, Town of Hillsborough
Butch Lawter, Johnston County
Earl McKee, Orange County
Pamela Baldwin, Town of Pittsboro
Donald Rains, Town of Princeton
Rebecca Wyhoff Salmon, Town of Sanford
Susan Evans, Wake County

Board Members Absent:
Ken Marshburn, Town of Garner
Wilma Laney, Town of Aberdeen
Mark Wilson, Town of Archer Lodge
Heidi Carter, Durham County
Bill Carver, Lee County

Others Present:
Lee Worsley
Hope Tally
Alaina Keegan
Kimberly Moffett
Beth Davis

1. CALL TO ORDER

a. Call to Order and Welcome
Official: DeDreana Freeman

b. Roll Call

c. Declaration of Quorum
Official: DeDreana Freeman

Ms. Freeman called the meeting to order at 6:02 p.m. She welcomed everyone to the meeting and provided details regarding requirements for a virtual meeting. She requested that Ms. Keegan complete the roll call. Roll call was completed, and quorum was noted.

2. REVIEW OF AGENDA

a. Review of Agenda
Official: DeDreana Freeman

It was requested that the agenda be amended by removal of the following items:

- Item 7a – Executive Director Report
- Item 8a – Chair Report
- Item 9a – Around the Region
- Item 10a – Other
- Item 11a – Closed Session

ACTION: Motion to Amend the Agenda as Above

Motion: Board Member Ferguson
Second: Board Member Baldwin

Vote: Unanimous

Following the motion and second, a roll call was completed by Ms. Keegan and the following votes of those in favor were noted: Chatham County, City of Durham, Town of Hillsborough, Johnston County, Orange County, Town of Pittsboro, Town of Princeton, City of Sanford and Wake County.

3. PRESENTATIONS AND RECOGNITIONS

4. NEW BUSINESS

a. Rescinding of Conflict of Interest & Gift Policy and Uniform Guidance Procurement Policy
Presenter: Lee Worsley, Executive Director

Mr. Worsley presented this item and provided details about the request to rescind the Conflict of Interest & Gift Policy and Uniform Guidance Procurement Policy. It was stated the reason for rescinding was the policies were previously adopted to comply with the Federal Uniform Guidelines. Since that time staff have been working to streamline all policies and ensure they are all consolidated into one complete policy. Mr. Worsley said the new policy would be instituted tomorrow, and this was the reason for rescinding previously adopted policies. It was stated this was strictly a transfer of policies into a new document, no amendments to the policies were made. There were no questions at this time.

b. Budget Amendments
Presenter: Hope Tally, Finance Director

Ms. Tally presented this item and stated that the budget amendments were being presented as follows; one for FY '22-'23 and one for FY '23-'24. Ms. Tally also presented background information on the new format of amendment. She stated there was only one project that became known after the new budget was recently adopted and this amendment was related to that project. There were no questions at this time.

5. CONSENT

Items on the Consent Agenda are considered routine 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 – *Removed from Agenda*
b. Consideration of adopting DRAFT Minutes from:
i. Executive Committee Meeting – September 22, 2022
ii. Executive Committee Meeting – December 2, 2022
iii. Executive Committee Meeting – March 1, 2023
c. Resolution 2023-06-01 Rescinding Conflict of Interest & Gift Policy/ Uniform Guidance Procurement Policy
d. Resolution 2023-06-02, Budget Amendment #1

ACTION: Adoption of Consent Agenda with Removal of 5a

Motion: Board Member Evans
Second: Board Member Ferguson
Vote: Unanimous

Following the motion and vote, a roll call was completed by Ms. Keegan and the following votes of those in favor were noted: Chatham County, City of Durham, Town of Hillsborough, Johnston County, Orange County, Town of Pittsboro, Town of Princeton, City of Sanford and Wake County.

6. ITEMS REMOVED FROM CONSENT AGENDA

Item 5a was removed from the Consent Agenda and agenda was adopted with amendment as indicated.

7. EXECUTIVE DIRECTOR'S REPORT

a. Executive Director's Report
Presenter: Lee Worsley

This item was removed from the agenda.

8. CHAIR'S REPORT

a. Chair's Report
Official: DeDreana Freeman

This item was removed from the agenda.

9. AROUND THE REGION

a. Around the Region Reports/Updates

This item was removed from the agenda.

10. OTHER BUSINESS

a. Other Business
Official: DeDreana Freeman

This item was removed from the agenda.

11. CLOSED SESSION

Closed Session pursuant to NCGS 143-318.11(a)(6) to conduct annual performance review of the Executive Director.

This item was removed from the agenda.

12. ADJOURNMENT

a. Adjourn the Meeting

Board Member Rains asked when the evaluation for Executive Director would be completed. It was stated that item would most likely be added to the September 2023 agenda.

With there being nothing further, the meeting was adjourned at 6:15 p.m.

ACTION: Adjourn the Meeting

Motion: Board Member Rains
Second: Board Member Baldwin
Vote: Unanimous

DRAFT

Duly adopted this the 27th day of September, 2023 while in regular session.

_____

Chair

ATTEST:

_____
Lee Worsley
Executive Director

DRAFT

CENTRAL PINES
REGIONAL COUNCIL

Central Pines Regional Council
Board of Delegates Meeting
Agenda Cover Sheet

Meeting Date:

September 27, 2023 - Executive Committee

Agenda Location:

Closed Session

Item Title:

Annual Performance Review of the CPRC Executive Director

Presenter(s):

Vice Chair Brett Gantt

Background:

The Executive Committee will perform the annual performance evaluation of CPRC Executive Director Lee Worsley.

The Review will be conducted in closed session as permitted by North Carolina General Statute 143-318.11(a)(6).

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: