



Board of Delegates Meeting MINUTES  
Wednesday, January 25, 2023  
6:00 PM

Held via simultaneous communication via Zoom

Delegates and Alternate Delegates Attending:

Wilma Laney, Town of Aberdeen  
Bob Smith, Town of Angier  
Brett Gant, Town of Apex  
Mark Wilson, Town of Archer Lodge  
Jerry Medlin, Town of Benson Thomas  
Beal, Town of Broadway  
Donald Andrews, Town of Broadway (A)  
Jennifer Robinson, Town of Cary  
Mike Dasher, Chatham County  
DeDreana Freeman, City of Durham Heidi  
Carter, Durham County  
Ken Marshburn, Town of Garner Kathleen  
Ferguson, Town of Hillsborough  
Timothy Forrest, Town of Holly Springs  
Jessica Day, Town of Knightdale  
Bill Carver, Lee County

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

Delegates and Alternate Delegates Absent:

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

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

(A)-Alternate Delegate

***TJCOG Staff Attending:***

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

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

***Also Attending:***

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

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

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**Call to Order. Welcome. Roll Call and Declaration of Quorum**

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

**Review of Agenda**

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

**Recognitions and Presentations**

- **Village of Whispering Pines Membership Request**

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

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

- **Introduction of New TJCOG Staff**

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

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

## **Business**

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

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

### Corrected Misstatements

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

### Uncorrected Misstatements

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

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

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

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

- **Transportation & Mobility Focus Area Update**

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

#### Metropolitan Planning Organizations (MPOs)

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

#### Rural Planning Organizations (RPOs)

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

#### Transit Agencies

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

#### North Carolina Department of Transportation (NCDOT)

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

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

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

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

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

### **Items Removed from Consent Agenda**

There were no items removed from the Consent Agenda.

### **Consent Agenda**

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

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

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

### **Chair's Report**

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

### **Executive Director's Report**

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

### **Around the Region**

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

### **Other Business**

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

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

*R. S. Lawter, Jr. for DeDreana Freeman*

DeDreana Freeman  
Chair

ATTEST:

*Kimberly Moffett*

Kimberly A. Moffett, CMC, NCCMC  
Interim Board Clerk