



Central Pines Regional Council Executive Committee

Meeting Minutes

Wednesday, February 28, 2024

6:00 – 8:00 pm | Virtual

Chair Butch Lawter, Presiding

Delegates & Alternates Attending:

Wilma Laney, Town of Aberdeen
Brett Gantt, Town of Apex
Mike Dasher, Chatham County
DeDreana Freeman, City of Durham
Heidi Carter, Durham County
Kathleen Ferguson, Town of Hillsborough
Butch Lawter, Johnston County
Katy Garcia, Town of Micro
Jean Hamilton, Orange County
Pamela Baldwin, Town of Pittsboro
Mark Akinosho, City of Sanford
Susan Evans, Wake County

CPRC Staff Attending:

Beth Davis, Member Engagement Coordinator
Jenny Halsey, Assistant Executive Director
Alana Keegan, Local Government Services Director
Lee Worsley, Executive Director
Hope Tally, Chief Finance Officer
Alex Halloway, Economic Development Planner
Doug Plachcinski, DCHC MPO Executive Director

Others Attending:

April Adams, Cherry Bekeart
Jennifer Moran, Cherry Bekeart
Stacey Pope, Medical Moving Solutions
Brook Taylor, VinFast

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 6:01 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 with the addition of the USDA grant authorization to the Consent Agenda.

3. Presentations and Recognitions

4. Business

a. FY22-23 Audit Presentation

Presenter: April Adams, Cherry Bekeart

Potential Action: None – Information Only

Hope Tally, Chief Finance Officer introduced April Adams from Cherry Bekaert to share the audit presentation.

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 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 engagement partner, April Adams, presented an executive summary of its Fiscal Year 22-23 audit results.

The audit was submitted to the Local Government Commission on time, as required. There was one finding related to the Aging cluster related to the indirect cost rate. The Finance team is working on getting that corrected for the FY2024 audit. The audit was ultimately a clean audit.

Lee Worsley, Executive Director, thanked April and Jennifer Moran for their work on this audit. Mr. Worsley thanked the staff for their hard work, especially the Finance team.

b. Medical Moving Solutions Foreign Trade Zone 93 Application Sponsorship Request

Presenters: Alex Hallaway, Community & Economic Development Planner and Stacy Pope, Medical Moving Solutions

Potential Action: Place on Consent Agenda

Alex Hallaway reviewed what Foreign Trade Zone (FTZ) 93 is with the Executive Committee and then introduced Stacey Pope with Medical Moving Solutions.

Founder Stacey Pope shared that Medical Moving Solutions (MMS) is a medical technology third-party logistics company and is seeking an application sponsorship request for FTZ93 program. MMS is in Durham County and has concurrence from US Customs and Border Protection to join this program. Local FTZ warehousing would mitigate supply chain disruptions.

FTZ status benefits would provide better quality control, compliance, and inventory tracking for customer imports; provide customers with more flexibility and agility in the storage and management of their imported goods; provide a cost benefit in cases of duty deferral, reduction, and possible elimination (damaged goods); expand the number of companies they provide inventory management and Goods Manufacturing Practice (GMP) warehousing to; and expand the available number of FTZ warehousing options for companies importing biomedical equipment to RTP.

Delegate Jean Hamilton asked what GMP meant: Goods Manufacturing Practice.

Mr. Hallaway noted that MMS and VinFast presented to the FTZ Board last week and were both recommended for approval.

This item was placed on the Consent Agenda.

c. VinFast FTZ 93 Application Sponsorship Requests

Presenters: Alex Hallaway, Community & Economic Development Planner and Brook Taylor, VinFast

Potential Action: Place on Consent Agenda

VinFast, an electric vehicle manufacturer based out of Vietnam, is seeking an application sponsorship request for FTZ93 program. VinFast has a manufacturing facility located in Chatham County and has concurrence from Customs and Border Protection to join this program. Brook Taylor, Vice President for Government Relations and Strategic Partnerships, gave

an overview of VinFast as well as why they are requesting to be a part of FTZ 93.

FTZ status will allow VinFast to be more competitive as it allows the company greater flexibility and fewer supply chain delays. With fewer supply chain restraints, the company can expedite the production process allowing for a faster ramp up. This allows VinFast to meet and/or exceed their jobs and investment commitments in North Carolina. The FTZ designation allows VinFast to save money on tariffs and duties and reinvest that money into the company's workforce.

This item was placed on the Consent Agenda.

d. Sole Source Approval for Remix

Presenter: Doug Plachcinski, DCHC MPO Executive Director

Potential Action: Place on Consent Agenda

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.

Delegate Brett Gantt asked if this would allow them to get this software at a lower cost by using DCHC MPO's. Mr. Plachcinski responded that he would talk with his staff to figure out the logistics of this. Delegate Susan Evans asked if CAMPO purchased the same software, to which Mr. Plachcinski responded that he would find out.

This item was placed on the Consent Agenda.

e. Draft Central Pines Regional Council Bylaw Changes

Presenter: Lee Worsley, Executive Director

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

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 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.

Delegate Jean Hamilton stated that she had concerns about this because she feels that it should be an elected official currently serving on the council who knows what's going on. She also stated that she looked at the Town Council's schedule and it does not always conflict.

Delegate Susan Evans shared that she didn't see a problem with it since it's not a voting delegate. She said it was unfortunate that Chapel Hill's delegate couldn't always be there, but it would be good to have someone relay information.

Delegate Kathleen Ferguson shared that she didn't see an issue and that a similar topic was being discussed at the state COG Association level, and that not all councils require an elected official to serve as a delegate. She also thinks it would enhance engagement of our communities.

Delegate Brett Gantt responded to Delegate Hamilton that her point was well taken. He shared that, in his opinion, there are more pros than cons with this particular situation.

Delegate Mark Akinosho brought into question what the dates in conflict were and how would this person be able to advocate for what is good for us if they don't have voting power and can't go back to council.

Delegate DeDreana Freeman asked if the meeting was recorded, and if so, would the delegate not be able to watch the meeting if they couldn't be there. She also asked if this was for the full Board or the Executive Committee. Mr. Worsley stated that this was for the Board. She also asked what the purpose was of adding this to the Bylaws if anyone can come to the meeting. Mr. Worsley responded that by adding this to the Bylaws, it creates a formal process for any future circumstances like this.

Delegate Ferguson responded to Delegate Akinosho's question about how they would report back to the Council. She stated that this person is a former elected official and is very active in the community, and that there are plenty of other committees that report back to the Council who do not include elected officials.

Delegate Freeman shared that she was fine with the option to do this but wasn't comfortable with changing the bylaws. Delegate Gantt shared that he felt that the purpose of adding this to the bylaws would help with any future instances rather than dealing with it each time there is a conflict.

Chair Butch Lawter stated that he felt this would allow for increased engagement from Chapel Hill and would be better for the whole group.

Delegate Pamela Baldwin stated that she felt the change in Bylaws is a good recommendation for future conflicts. She also added that before Chapel Hill changed their meeting dates, they were a very involved member.

Delegate Kathleen Ferguson moved to recommend to the Board of Delegates to change the Bylaws to adopt an appointed member government liaison to serve as a non-voting member when their local government meetings directly conflict with CPRC meetings. Susan Evans seconded the motion.

Delegate Wilma Laney asked for further clarification on the proposed Bylaws change.

This item was voted on by roll call. The motion carried with 8 voting aye and 4 voting nay.

f. Pay and Classification Study Overview

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

Potential Action: None – Information Only

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. PRTC 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.

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

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.

Delegate Ferguson shared that she liked the dashboard, and Delegate Evans appreciated the visual representation. Delegate Gantt asked what was expected to change each time or what they should be looking for each time. Ms. Tally responded that she would walk through in more detail around how our cashflow works and fund balance. Delegate Evans asked if this was just for January or for year to date, to which Ms. Tally responded that it was year to date. Delegate Evans shared that she didn't think the monthly breakdown was very meaningful, that maybe a few comments to the side to provide context could be helpful.

Delegate Hamilton shared that it would be helpful to know when Member dues are due. Ms. Tally stated that those were due in July, the beginning of the fiscal year. Delegate Hamilton recommended that it might be helpful to include that date as a reminder to pay dues if they haven't already been paid.

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: November 15, 2023
- b. Medical Moving Solutions FTZ 93 Application Sponsorship Request
- c. VinFast FTZ 93 Application Sponsorship Request
- d. Sole Source Approval for Remix
- e. Adoption of Budget Amendment #6, Resolution #2024-02-01
- f. Addition of Administration of USDA Rural Business Development Grant (RBDG) program

Action: Adoption of Consent Agenda with addition of item f
Motion: Kathleen Ferguson
Second: 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 shared that he was in Washington DC and met with Congressmen Nickel and Congresswomen Ross as well as staff of the other members of Congress in the region. They also had the chance to go to FEMA headquarters. Because our region includes 2 MSAs, much of FEMA's funding is split based on MSAs. He stated that it was very evident that they were appreciative of the work of the regional councils and the grants that are being brought into the regions.

Mr. Worsley also thanked the Executive Committee for their support throughout the renovations. He shared that a few Durham County employees have been using the office space due to renovations being done at their office space.

8. Chair's Report

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

Chair Lawter briefly mentioned the partnership between Capitol Broadcasting and Central Pines Regional Council to better market the work of the Council ahead of the Regional Vision plan. He mentioned receiving an update on the project at the next meeting.

9. Around the Region

a. Around the Region Reports/Updates

Aberdeen – The Sportsplex is finished, and a playground is being installed. The Iron Horse project has taken off. Aberdeen Elementary School project is going well. There is a lot of development happening.

Apex is working on a land swap with a landowner who has an adjacent property. Delegate Brett Gantt hopes to be able to share what they've learned in the future.

Durham County – The Soil and Water Board received an award for being the Soil and Water Board of the Year for the region. They also had two educators who were recognized as Educators of the Year.

Hillsborough recently held their budget retreat, which was very productive in mapping out affordable housing. One of their goals is to feel comfortably confident in understanding the players, issues, tools, etc. They are excited to have the support of Orange County to get a new mental health crisis center up and running.

Johnston County held their strategic planning meeting in February. Chair Lawter shared that he's thankful for the staff at CPRC for the help they've provided Johnston County.

Micro has a new Public Works Director. They have grown so much they are in the process of getting a second water tower.

Orange County – The Board recently approved their first ever strategic plan for Orange County.

Pittsboro – Delegate Pamela Baldwin shared that Pittsboro has a lot going on. They are trying to build a skate park, and citizens have raised a lot of funds for this project. The Board recently voted to send a notice of intent to sue Apollo Chemical for violation of the Clean Water Act the Resource Conservation and Recovery Act for chemicals that are being sent downstream in the Haw River. The Town of Pittsboro is now holding meetings once a month.

Sanford's Strategic Retreat is being held over the next two days. They are also anticipating the celebration of their 150th anniversary!

Wake County – Delegate Susan Evans shared that Wake County completed a study last summer about an analysis of tree canopy. A lot of forestation has been lost due to development, therefore a policy was passed to plant trees in certain areas. The first project for this effort took place recently, with 1600 trees being planted near the intersection of 54/540. There will be more tree plantings to come.

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 7:53 pm.

Action: Motion to adjourn.
Motion: Kathleen Ferguson
Second: Pamela Baldwin
Vote: Unanimously approved

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

R. S. Lawter, Jr.
Board Chair

ATTEST:

Beth Davis
Clerk to the Board
Central Pines Regional Council