



Executive Committee

Minutes

Wednesday, May 3, 2023

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Mayor Kelly Allen, Town of Haw River
Commissioner Kevin Austin, Yadkin County
Mayor Pro Tem Renee Bryant, City of Randleman (Z)
Council Member Jane Cole, City of King (Z)
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)
Commissioner Benita Finney, Davie County (Z)
Mayor Alvin Foster, Town of Yanceyville
Chairman Darrell Frye, Randolph County
Chairman Mark Jones, Davie County (Z)
Council Member Dwight Lake, Town of Mayodan
Councilman John Larson, City of Winston-Salem
Councilwoman Peggy Leight, Town of Walkertown (Z)
Chairman Fred McClure, Davidson County
Mayor Howard Morgan, Town of Sedalia (Z)
Commissioner Rick Morris, Stokes County (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner John Shaw, Montgomery County (Z)
Commissioner Pamela Thompson, Alamance County
Commissioner Van Tucker, Surry County (Z)
Mayor Larry Ward, Town of Denton
Commissioner Marie Wood, City of Mount Airy (Z)
(Z) Denotes attendance via ZOOM

Members Absent:

Council Member Jim Butler, City of Burlington
Commissioner Carly Cooke, Guilford County
Mayor Rick Cross, Town of Bermuda Run
Commissioner Ethel Gwynn, Caswell County
Councilman Victor Jones, City of High Point
Commissioner Tonya McDaniel, Forsyth County
Commissioner Damon Prince, Town of Troy

Chairman Alvin Foster welcomed the PTRC Executive Committee and called the meeting to order at 12:02 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Chairman Foster encouraged Mr. Foster requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

- 1) Action Item: Request for approval of the March 1, 2023 PTRC Executive Committee minutes, Mr. Alvin Foster, Chair**

- 2) Action Item: Request to authorization to apply for Environmental Enhancement Grant program funding totaling \$50,000, Mr. Jesse Day, Regional Planning Director**
 - a) The PTRC's Planning Department is seeking approval to apply to the NC Attorney General's Environmental Enhancement Grant (EEG) Program to support education in six counties in the Cape Fear River Basin: Alamance, Caswell, Guilford, Rockingham, Randolph, and the eastern edge of Forsyth County. Multiple watersheds within the Cape Fear River Basin contain waterways that are considered impaired by the NC Division of Water Resources (DWR) because of their inability to support aquatic organisms and failure to meet water quality standards for turbidity. These impairments are due in large part to nonpoint source runoff from developed areas, and the responsible parties are often homeowners, real estate developers, small business owners and their employees. However, the six counties listed do not have a current, comprehensive print publication to address the lack of knowledge that leads to these behaviors.
 - b) To address this need, PTRC is proposing to design and publish a "Stormwater 101" guide for residents and businesses who live and operate in the headwaters of the Cape Fear River Basin. This highly visual, 20-page guide will help explain the major reasons behind nonpoint source pollution, the devastating effects of this pollution in the headwaters of the Cape Fear River Basin, the simple solutions that can significantly reduce this type of pollution, and will provide a current list of local resources. The guide will be available in libraries and local government offices; however, PTRC will also leverage new research technologies by targeting specific audiences in a direct mail campaign.
 - c) We project that an EEG fund award of **\$50,000** would result in reaching 15,000 – 25,000 targeted stakeholders -- residents, business owners, and community leaders throughout the region. Embedded QR Codes, interactive features, and giveaways (rain barrels, riparian buffer plants) will allow us to track engagement and conduct research about where and how pollutants are entering our waterways in the Piedmont Triad, and to identify willing partners in our mission to restore riparian buffers and "rainscape" our creekside backyards and businesses.
 - d) Since 2002, the EEG Program has been made available on an annual basis for projects that restore and protect impaired, degraded, or endangered surface waters, or conserve and protect targeted natural areas. Priority is given to projects that directly improve water quality in the Cape Fear, Lumber, Neuse, Tar-Pamlico, and White Oak River Basin. Applications for this cycle are due by Wednesday, May 27th.
 - e) The EEG Program awards from \$5,000.00 to \$500,000.00 for projects and projects are expected to be completed within three (3) years from the date of the grant award. Grant funds are provided on a reimbursement basis for project costs incurred after the execution of a

memorandum of understanding (MOU) and indirect costs may not exceed 15%. PTRC plans to use existing Stormwater SMART program funding to help cover remaining indirect expenses (\$7,490) Other in-kind match will be provided by project partners, including NC State University and the NC Department of Environmental Quality.

3) Action Item: Request for approval to enter into contract providing professional GIS services from April 2023 to June 2023 to Thomasville for \$7,200, Mr. Jesse Day, Regional Planning Director

- a) Thomasville GIS Services. The Regional Planning Department requests to enter into contract for GIS services with the City of Thomasville from April 2023 to June 2023 to help with the City's Management Information Systems (MIS) upgrade to the new Community Development and Asset Management System. PTRC will gather data from the City, Counties, and State to create an online map service for the City's vendor to complete the MIS upgrade. Consistent datasets for the City (across Davidson and Randolph Counties) are required by the vendor to populate the Land Management Workbook that will eventually be used as the City's public GIS/Tax lookup system.
- b) The City of Thomasville has signed the agreement letter.
- c) Mr. Mark Richardson asked the amount per hour and the number of hours. Mr. Day responded Ms. Malinda Ford will be doing the work at \$100 per hour and we think it will take around 72 hours.

4) Action Item: Request for approval to enter into contract providing professional planning services from April 2023 to July 2023 to Liberty for \$10,500, Mr. Jesse Day, Regional Planning Director

- a) Regional Planning Department requests to enter into contract for planning services with the Town of Liberty from April 2023 to June 2023 to help with writing and editing the content for the Liberty Land Development plan draft. There has been a local effort to complete this plan over the past couple years and PTRC's support will complement the existing work. The plan update is expected to be complete by July 2023 and includes writing the existing conditions, summarizing existing plans, reviewing and revising report maps and providing a layout of the plan report document.
- b) The Town of Liberty has signed the agreement letter.

5) Action Item: Request for Approval to Amend the Uniform Guidance Procurement Policy, Mr. Jarrod Hand, Finance Director

- a) The Finance Department requests approval to amend the micro-purchase definition and threshold outlined in the Uniform Guidance Procurement Policy approved September 25, 2018; effective July 1, 2018.
- b) The amendment is a change in the definition and threshold of the micro-purchase under the policy in accordance with the revisions to the Uniform Guidance (2 C.F.R. § 200.320(a)(1)) dated December 15, 2021 effective for fiscal years starting after this date. The current definition and threshold of micro-purchase is purchase contracts less than \$10,000 per transaction. The revision to the Uniform Guidance changes this definition to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold. The Uniform Guidance revisions authorize qualified low-risk auditees as outlined in § 200.520 for the most recent audit to increase the micro-purchase threshold to less than \$50,000. This change in threshold is only for the fiscal year-end June 30, 2023 and would require reevaluation and approval annually. The re-evaluation is dependent on PTRC remaining a low-risk auditee.

- c) It is recommended that the board approve the amendment of PTRC's Uniform Guidance Procurement Policy to change the definition and threshold of a micropurchase to purchase contracts that the aggregate dollar amount of which does not exceed the micro-purchase threshold of \$50,000 for the fiscal year-end June 30, 2024.
- d) Mr. Fred McClure asked if amendment stems from a particular problem. Mr. Dolge answered that we are required to approve a \$50,000 threshold and \$10,000 for a single purchase yearly. Now that number is cumulative.

6) Action Item: Request for approval of Fringe Benefit, Indirect & Occupancy Cost Allocations Plans for Fiscal Year 2023-2024, Mr. Jarrod Hand, Finance Director

- a) The Fringe Benefit, Indirect and Occupancy Cost Allocation Plans for fiscal year 2023–2024 can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.
- b) Fringe Benefit rate is 45.5%, a two percent decrease from FY 2022-2023.
- c) Indirect Cost rate is 26.5%, a half percent decrease from FY 2022-2023.
- d) Occupancy Cost rate is \$18 per square foot, no change from previous year.
- e) Our occupancy cost won't increase with the addition of the new building.
- f) It is recommended that the Executive Committee approve the Fringe Benefit, Indirect and Occupancy Cost Allocation Plans as presented for fiscal year 2023-2024.

7) Action Item: Request to adjust the Assignment of Classifications to Grades, Mr. Matt Reece, Assistant Director

- a) The labor shortage continues to impact PTRC's ability to recruit employees. The Piedmont Triad and the Triangle region are tied for the fewest number of employees available per job opening at 0.7. We anticipate 2023 to continue to be competitive. PTRC experienced 10 turnovers of the 22 year-to-date due to other employment opportunities this fiscal year.
- b) Therefore, two changes are requested.
 - i) Adjust the pay ranges 3%. This will adjust minimum, pay target, maximum, and developmental
 - ii) Progress employees hired prior to 7/1/23 with 1.5 developmental increases instead of the customary one. In FY 2023, we requested 2 developmental increases.
- c) The net cost of these changes is \$60,469. This amount is a 2.3% increase of our previous standard practice and scale. Employees would average a 6.1% increase in base pay. The proposed fiscal year 2022-2023 budget can accommodate that additional cost.
- d) The Executive Director concurs and recommends the adoption of these changes.

8) Action Item: Request for authorization to enter into contract with senior centers for expanded services during the period May 1, 2023 – September 30, 2024 Ms. Adrienne Calhoun, Director, Area Agency on Aging

- a) ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The PTRC AAA is taking a regional approach in distributing these funds-based on the priorities established by the North Carolina Division of Aging and Adult Services.
- b) PTRC AAA made twelve (12) ARPA Senior Center Community Expanded Grant available in the amount of up to \$80,000 each. A Senior Center serves and is responsive to older adults in the community, whether or not they come to the senior center. The purpose of this grant is to provide Senior Centers with the additional funding opportunity to support older adults in rural,

underserved, and/or with limited abilities (i.e., transportation, language, and or physically) to participate in older adult based activities in their local area outside of the conventional walls of the established senior center. The Senior Centers must be currently listed on the Directory of Senior Centers in North Carolina that receive funding from the NC Division of Aging and Adult Services in the Region G Area to be eligible to apply for this grant funding.

- c) These contracts were based on who applied. Some agencies felt they weren't able to apply dues to capacity.
- d) This chart indicates funding awards:

County	Senior Center	Types of Funded Services and Target Areas	Funding Award
Caswell	Caswell County Senior Services	<ul style="list-style-type: none"> • Programming (exercise, arts, educational, etc.) • Activities at four locations across the county 	\$70,000
Davidson	Davidson County Senior Services (Thomasville & Lexington)	<ul style="list-style-type: none"> • Programming (line dancing, A Matter of Balance workshop, etc.) • Locations: Denton, Southmont 	\$80,000
Davie	Davie County Senior Services	<ul style="list-style-type: none"> • Programming (exercise, bingo, wellness focus, etc.) • Locations: Cooleemee 	\$40,000
Forsyth	Shepherd Center of Greater Winston-Salem	<ul style="list-style-type: none"> • Programming (yoga, tech classes, cooking classes, Zumba, etc.) • Clemmons, Rural Hall, community centers 	\$80,000
Stokes	King Senior Center	<ul style="list-style-type: none"> • Programming (yoga, tech classes, cooking classes, Zumba, etc.) • Locations: Pine Hall, Lawsonville, Francisco, Danbury, Sandy Ridge 	\$80,000
Stokes	Walnut Cove Senior Center	<ul style="list-style-type: none"> • Programming (yoga, tech classes, cooking classes, Zumba, etc.) • Locations: Pine Hall, Lawsonville, Francisco, Danbury, Sandy Ridge 	\$40,000

9) Action Item: Request approval for the PTRDC Board Member Dr. Eric Muth to be replaced by Mr. Timothy Minor, Ms. Wendy Walker-Fox, Workforce & Economic Development Director

- a) The following replacement is being requested by NC A&T University for Dr. Eric Muth:
- b) Mr. Timothy Minor is the Vice Chancellor for Strategic Partnerships at North Carolina A&T State University. He is an accomplished, strategic and innovative leader in higher education, with extensive experience in advancement, engagement, and business partnerships.
- c) His term will expire in December of 2025.

10) New Business: Senate Bill S-616-Environment Health Associates

- a) Mr. Mark Richardson expressed that many counties are continuing to struggle to fill first responder positions. Senate Bill 616 is being introduced that would help reduce competition between medical facilities and reduce training requirement. It also helps make volunteerism more attractive.
- b) We are asking for a motion to support this legislation.
- c) Discussion was held where many were supportive of the bill. Others were concerned about dropping requirements
- d) It's a Senate bill, S-616-Environmental Health Associates. The other bill along the same lines, but specifically focused on EMS personnel did not make the crossover date requirement. Steve Jarvis, S-Davidson County expects this to come up in short session.
- e) Mr. Mark Richardson made a motion to support this legislation.
- f) Mr. Kevin Austin seconded the motion.
- g) This item was requested to be pulled for a separate vote.
- h) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Council Member Jane Cole, Mayor Pro Tem Monta Davis-Oliver, Mayor Alvin Foster, Council Member Dwight Lake, Councilman John Larson, Councilwoman Peggy Leight, Chairman Fred McClure, Mayor Howard Morgan, Commissioner Rick Morris, Commissioner Mark Richardson, Commissioner John Shaw, Commissioner Van Tucker, Mayor Larry Ward, Commissioner Marie Wood.
- i) Nays: Mayor Kelly Allen, Chairman Mark Jones, Commissioner Pamela Thompson

11) Roll Call vote for the above-mentioned Action Items 1-9

- a) A motion was made by Mr.
- b) The motion was seconded by Mr.
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Mayor Kelly Allen, Commissioner Kevin Austin, Alderwoman Renee Bryant, Council Member Jane Cole, Mayor Pro Tem Monta Davis-Oliver, Mayor Alvin Foster, Chairman Mark Jones, Council Member Dwight Lake, Councilman John Larson, Councilwoman Peggy Leight, Chairman Fred McClure, Mayor Howard Morgan, Commissioner Rick Morris, Commissioner Mark Richardson, Commissioner John Shaw, Commissioner Pamela Thompson, Commissioner Van Tucker, Mayor Larry Ward, Commissioner Marie Wood.
- d) Nays: none
- e) Action Items 1-9 are approved.

12) Informational Item: High Rock Lake NMS Rulemaking Public Stakeholder Meeting, Mr. Jesse Day, Regional Planning Director

- a) We are inviting all High Rock Lake Watershed stakeholders to join us at an IN-PERSON meeting on Wednesday, May 31st at the Salisbury Civic Center in Salisbury, NC. We will be reviewing the work of our Steering Committee and the Technical Advisory Groups that have begun drafting proposals for nutrient control across the watershed into the future. We will also include time during the meeting for members of the public to ask questions of committee members, DWR, or other subject matter experts in the audience.
- b) The meeting is 2:00-5:00pm.

13) Informational Item: AAA Davie County Update, Ms. Adrienne Calhoun, Area Agency on Aging Director

- a) Davie County is moving \$3,200 from the Home and Community Care Block Grant to Legal Services in Davie County. This movement of funds has been approved by the North Carolina Division of Aging and Adult Services as well as the Davie County Finance Director and the Davie County Chair of the Board of Commissioners.

14) Executive Director's Report, Matthew Dolge, Executive Director

- a) Mr. Dolge expressed his gratitude to Mr. Jarrod Hand during this budget season. We will present our full budget at our June meeting following a Public Hearing.
- b) He traveled to Washington, DC last week as a NADO officer and it was productive.
- c) Mr. Dolge reminded the board that he will be leaving the country for the next few weeks. He will be accessible by phone.
- d) We appreciate you taking time for us and being here.

15) Around the Region, Mr. Alvin Foster, Chair

- a) Ms. Pamela Thompson reminded everyone to be thinking for local governments as they are preparing their budgets.
- b) Mr. Fred McClure shared that his wife received a kidney transplant the first of March. It is a long recovery but she is doing well.

16) There being no other business, the meeting was adjourned with general consensus at 12:46 p.m.

Alvin Foster, PTRC Chair

Katie Mitchell, Clerk to the Board