

**MINUTES**  
**PTRC Board of Delegates**  
**April 19, 2023**

**Present**

Marikay Abuzuaiter, City of Greensboro  
Kelly Allen, Town of Haw River  
Kevin Austin, Yadkin County  
Sam Bishop, Town of Elkin (Z)  
Nellie Brown, Town of Walnut Cove  
Renee Bryant, City of Randleman (Z)  
Kay Cagle-Kinch, Town of Biscoe (Z)  
Bobby Chin, City of Graham (Z)  
Jane Cole, City of King  
David Cox, Town of Boonville  
Rick Cross, Town of Bermuda Run  
Anita Darnell, Town of Jonesville (Z)  
Monta Davis-Oliver, Town of Yadkinville  
Lewis Dorsett, City of Archdale  
James Dunn, Town of East Bend  
Serita Faison, Town of Sedalia (Z)  
Johnny Farmer, Town of Stoneville (Z)  
Benita Finney, Davie County (Z)  
Alvin Foster, Town of Yanceyville  
Fred Franklin, Town of Lewisville  
Johnny Frye, Town of Mocksville (Z)  
Ethel Gwynn, Caswell County (Z)  
Montrena Hadley, City of Mebane (Z)  
Victor Jones, City of High Point  
Dwight Lake, Town of Mayodan  
John Larson, City of Winston-Salem  
Peggy Leight, Town of Walkertown (Z)  
Yvonne Maizland, Town of Gibsonville (Z)  
George McClellan, Town of Oak Ridge  
Scott Needham, Town of Pilot Mountain  
Damon Prince, Town of Troy (Z)  
Mark Richardson, Rockingham County  
Janelle Robinson, Town of Summerfield  
Chris Sapp, Town of Bethania  
John Shaw, Montgomery County  
Chris Thompson, Town of Kernersville (Z)  
Pam Thompson, Alamance County  
Van Tucker, Surry County  
Cindy Wheeler, Town of Whitsett  
Marie Wood, City of Mount Airy  
Filmore York, Town of Liberty  
*(Z) Denotes attendance via ZOOM*

**Absent**

Jessica Almond, Town of Cooleemee  
Wayne Atkins, Town of Dobson  
Layton Booker, Town of Candor  
John Burke, City of Lexington  
Jim Butler, City of Burlington  
John Byrum, Town of Midway  
Mary Cameron, Village of Clemmons  
Vicki Caudle, Town of Ramseur  
Phil Cheap, Village of Alamance  
Carly Cooke, Guilford County  
Monica Craver, Town of Boonville  
Mike Crawford, Town of Stokesdale  
David Fernandez, Town of Seagrove  
James Festerman, City of Reidsville  
Darrell Frye, Randolph County  
Susan Gordon, Town of Rural Hall  
Beverly Harris, Town of Mount Gilead  
A.C. Hurley, Town of Franklinville  
Mark Jones, Davie County  
Alan Marshall, Town of Pleasant Garden  
Fred McClure, Davidson County  
Sandra McCollum, Town of Green Level  
Tonya McDaniel, Forsyth County  
Richard McNabb, City of Trinity  
Lynn Montgomery, Town of Jamestown  
Howard Morgan, Town of Sedalia  
Rick Morris, Stokes County  
Dennis Paschal, Town of Wentworth  
William Phillips, Town of Madison  
Karen Scotton, Town of Staley  
Wendy Sellars, City of Thomasville  
Emily Sharpe, Town of Elon  
Boyce Shore, Village of Tobaccoville  
David Smith, City of Asheboro  
Larry Ward, Town of Denton  
Janet Whitt, Town of Danbury  
Steve Yokeley, Town of Wallburg  
Raleigh York, City of Thomasville

**Chairman Alvin Foster welcomed the PTRC Board of Delegates and called the meeting to order at 12:03pm via Zoom and in person attendance. Chairman Foster welcomed Council Member Cindy Wheeler from Whitsett and Commissioner Ethel Gwynn from Caswell. Chairman Foster requested a moment of silence and then led the Board in the Pledge of Allegiance.**

**1) Presentation: CEDS Update, Ms. Michelle Slaton, Economic Dev. & Business Services Supervisor & Mr. Garrett Dinkins, Economic Dev. Coordinator**

- a. Ms. Michelle Slaton stated that the U.S. Department of Commerce's Economic Development Administration (EDA) has designated PTRC as an Economic Development District (EDD) for the region. EDD's are multi-jurisdictional and drive economic development planning and leverages regional collaboration. As the EDD, the Workforce and Economic Development Department is responsible for updating and maintaining the Comprehensive Economic Development Strategy (CEDS) for the region, which serves as the vehicle for public and private stakeholders to drive economic growth and stimulation across the Piedmont Triad.
- b. CEDS is a flexible plan that is updated every five years and this year's update took a unique approach by distributing a public survey, which received 254 respondents and hosting 8 community listening sessions, which captured over 100 voices across the region – give a thank you shout out to the crowd as being part of this process, and intensive data collection. As part of this 2023-2028 update, we've developed a new digital platform with interactive graphs and live data models. Transitioning to a digital CEDS is an innovative practice we're proud to be on the forefront of as alignment to the CEDS is required for EDA funding.
- c. We'll be offering multiple training sessions throughout May and June because we want everyone to know how to use these tools and data models. It would be helpful for economic developers, town and county managers, non-profits, or anyone who would like regional comparison.
- d. Thank you again for being a part of this journey and we look forward to building upon this process.
- e. Mr. Garrett Dinkins then did a brief walkthrough of the new CEDS website and showcased some of the features. You can find that website here: [Piedmont Triad Regional Council | \(digitalceds.com\)](https://www.piedmont.com/digitalceds)

**2) Presentation: Workforce Development Consolidation Update, Ms. Wendy Walker-Fox, Workforce and Economic Development Director**

- a. Ms. Wendy Walker presented an update on Workforce Consolidation. Our current Piedmont Triad Regional Workforce Development (PTRWDB) counties are Caswell, Davie, Forsyth, Rockingham, Stokes, Surry and Yadkin. Beginning July 1, 2023 Alamance, Davidson, and Randolph will also join our PTRWDB.
- b. In February of 2023, Governor Cooper approves the Realignment Strategy. In March-April of this year, our Workforce Consortium voted to approve the 10-county configuration and we began county onboarding logistics.
- c. In April-June of this year, we have been and are working to confirm service providers, acquire new staff for workforce board, continue to build and strengthen partnerships and confirm new career center locations.
- d. July 1<sup>st</sup> will be the official start date for the 10-county PTRWDB operations.
- e. It has been a long road and we still have a way to go but we are getting closer to completion.
- f. You can find a copy of this presentation at [www.ptrc.org](http://www.ptrc.org) or by emailing [kmitchell@ptrc.org](mailto:kmitchell@ptrc.org).

- g. Mr. Mark Richardson asked for Ms. Walker-Fox to explain the difference between Consortium members and PTRWDB members. Ms. Walker-Fox explained that each Executive Committee member is the designated member of the Consortium. Your boards name who serves on the PTRWDB. This board serves as an advisory board to staff. The PTRWDB is over 50% private sector.

**3) Presentation: Property Acquisition Update, Mr. Matthew Dolge, Executive Director**

- a. Mr. Matthew Dolge stated that we are currently going through due diligence with the church property next door. This is a part of our expansion plan since we are outgrowing this space.
- b. The purchase price is \$490,000 and we will be using appropriate fund balance from the general fund.
- c. Acquiring this space will give us 10 more offices. However, the office space will be a modular insulated configuration. It will not be permanent so as to give us more flexibility in the years to come.
- d. We will also use this space for our Mobile Training Center that was made possible through a Duke Energy grant.
- e. We will also gain a covered space for our Mobile Unit to keep it out of the weather.
- f. There are some issues that need to be addressed like the air conditioning which is the original from 1989 when the building was built. The church property is also in the County while our PTRC property is in the city. We are in talks with the County and the City about annexing the property so it is also in the city.
- g. There is a pond behind the building so it could be possibly for us to open that up to the Greenway System.
- h. You can find a copy of this presentation at [www.ptrc.org](http://www.ptrc.org) or by emailing [kmitchell@ptrc.org](mailto:kmitchell@ptrc.org).

**4) Action Item: Request for Approval of the February 15, 2023 PTRC Board of Delegates minutes, Mr. Alvin Foster, Chair**

**5) Action Item: Request for approval of the Executive Director Compensation plan, Mr. Alvin Foster, Chair**

- a. On August 15, 2018, the Board revised the compensation guide for the position of Executive Director. Also, the Board affirmed annually, the Officers of the Board, will confer using this guideline to prepare a specific recommendation for further consideration to adjust the salary of the Executive Director.
- b. The following compensation guide revision is proposed for the position of Executive Director:

Minimum	Progression to Pay Target Developmental increase	Pay Target
\$139,796	\$11,916	\$199,376
35 <sup>th</sup> Percentile of member government executive market and comparison regional councils	Developmental increase value, established by five increments from minimum to pay target. Developmental increases are contingent upon individual contributions and performance. Development increases are applied as a flat dollar amount and the value of that amount ranges from 8.5% at minimum, to 6.4% at pay target, and	Compensation goal contingent upon performance. 80 <sup>th</sup> percentile of data set. Employee may be eligible for additional increases or lump sum payments may be awarded. Base salary increases beyond pay target are awarded when performance is deemed

	averages 7.4% over the calculated five increments.	exceptional and exceeds established criteria.
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- c. The Officers conferred on April 5th and recommend increasing the Executive Director’s salary to \$202,766 (an increase of 6.2%). This salary is proposed to be effective, conditional upon the Board of Delegates approval, for payroll period starting April 15th.
- d. Officers of the Board propose to meet in tentatively in April of 2024 to review the compensation plan for the Executive Director. The Officers of the Board will consider market data and modifications to the compensation guideline and prepare a specific recommendation for further consideration to adjust the salary of the Executive Director.
- e. The Executive Director concurs and recommends the acceptance of the report and taking the associated action.

**6) Action Item: Request for approval to enter into a contract providing the strategic planning meeting and report for \$1,500 for the Town of Stoneville, Mr. Jesse Day, Regional Planning Director**

- a. The Regional Planning Department requests to enter into contract with the Town of Stoneville to provide a strategic planning retreat. The Town requested assistance to facilitate a meeting with the Town Council and staff and develop a strategic list of priorities for investing time and resources for the next two years.
- b. The contract includes a site visit to look at projects and issues, facilitation of the retreat and a report on strategic priorities. A strengths, opportunities, aspirations and results (SOAR) method will be used to focus in on the key areas to invest time and effort. in-person meetings with town staff and stakeholders, time allotted to report writing and board presentation.

**7) Action Item: Request for approval to submit a Letter of Intent to Participate and if invited a \$1 million planning grant request on behalf of the two MSAs of Winston-Salem and Greensboro/High Point. The letter of intent is due April 28, 2023, Mr. Jesse Day, Regional Planning Director**

- a. The Regional Planning Department has been leading discussions with the City of High Point, Greensboro and Winston-Salem to submit a notice of intent to participate for a Climate Pollution Reduction Grant request to the EPA. The grant would be a two-year planning effort and is offered non-competitively to every State and to the largest 67 metro areas. There were 4 states that did not apply for the planning grant, leaving an opportunity for our two largest designated metropolitan statistical areas (MSAs): Greensboro/High Point (ranks 76th) and Winston-Salem (ranks 88th) to apply. If the census recognized the combined metro areas, our region would be large enough to be in the top 67 metro areas.
- b. The PTRC would like to submit a request to lead this planning effort to identify opportunities to lessen the impact of climate change. The planning effort if completed opens up opportunities for implementation grants, which has initial funding of nearly \$5 billion and was appropriated from the Inflation Reduction Act. A mid-grant plan is due in March of 2024 and the final comprehensive plan is due in 2025. The March 2024 plan would allow requests for implementation opportunities.
- c. Grant Overview: The Climate Pollution Reduction Grants (CPRG) program will provide grants to states, local governments, tribes, and territories to develop and implement plans for reducing greenhouse gas emissions and other harmful air pollution. Section 60114 of the Inflation Reduction Act provides an investment of \$5 billion to support efforts by states, municipalities, air pollution control agencies, tribes, and groups thereof to develop and implement strong, local greenhouse gas reduction strategies. This two-staged grant program provides funding of \$250

million for noncompetitive planning grants, and \$4.6 billion for competitive implementation grants.

- d. The CPRG program is designed to provide flexible support to states, local governments, tribes and territories regardless of where they are in their climate planning and implementation process. Planning funds can be used to update existing climate, energy, or sustainability plans, or to develop new plans.
- e. EPA is committed to supporting the development of climate action plans and the expeditious implementation of investment-ready policies, programs, and projects to reduce greenhouse gas emissions in the near term. Through the CPRG program, EPA will support the development and deployment of technologies and solutions that will reduce GHGs and harmful air pollution, as well as transition America to a clean energy economy that benefits all Americans.

**8) Action Item: Request for authorization to apply for NC Environmental Enhancement Grant program funding for \$265,000 to \$306,760, Mr. Jesse Day, Regional Planning Director**

- a. The PTRC's Planning Department is seeking approval to submit two separate applications for a project in the Haskett Creek Watershed in North Asheboro Park in City of Asheboro. PTRC would be the applicant and would partner with the City of Asheboro and other Haskett Creek Watershed Action Plan stakeholders to secure engineering design services and construction funding for North Asheboro Park to design and install stream restoration and water quality retrofits in the Park.
- b. Submit application NC Attorney General's Environmental Enhancement Grant (EEG) Program to apply for funding support under the "Construction, Remediation and Restoration" category.
- c. This implementation funding is the next step in the project based on the recently completed conceptual designs for North Asheboro Park that were completed by Kris Bass Engineering through a PTRC 205j grant. Based on the Conceptual designs the project site would need to have stream restoration, stormwater retrofits, and wetlands restoration completed along with funding being secured for engineering design, permits and administration. In total the project funding needed to complete the proposed work is \$545,000 to \$600,000
- 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. Final applications for this cycle are due by Friday, May 12th.
- e. The EEG Program awards from \$5,000.00 to \$500,000.00 for projects. 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 7% or \$15,000. PTRC Planning plans to submit a separate grant proposal to the NCDWR 319h grant for additional project and personnel funds. No match is required for the NCEEG however it is favorable to have match; Planning anticipates using the NCDWR 319 proposal as match.

**9) Action Item: Request for authorization to apply for NC Division of Water Resources for Clean Water Act Section 319h grant funding for \$225,000 to \$275,000, Mr. Jesse Day, Regional Planning Director**

- a. The PTRC's Planning Department is seeking approval to submit applications for a project in the Haskett Creek Watershed in North Asheboro Park in City of Asheboro. PTRC would be the applicant and would partner with the City of Asheboro and other Haskett Creek Watershed

Action Plan stakeholders to secure engineering design services and construction funding for North Asheboro Park to design and install stormwater control measures and water quality retrofits in the Park.

- b. Submit application to NC Division of Water Resources (DWR) through the Clean Water Act Section 319h grant
- c. This implementation funding is the next step in the project based on the recently completed conceptual designs for North Asheboro Park that were completed by Kris Bass Engineering through a PTRC 205j grant. Based on the Conceptual designs the project site would need to have stream restoration, stormwater retrofits, and wetlands restoration completed along with funding being secured for engineering design, permits and administration. In total the project funding needed to complete the proposed work is \$545,000 to \$600,000
- d. Projects that are part of an NCDWR-approved watershed restoration plan that will restore impaired waters impacted by nonpoint source pollution are eligible. The Haskett Creek Watershed Action Plan-June 2020 was completed through a collaborative process that identified several stormwater control measure (SCM) projects that would, once designed and implemented, improve the water quality of Haskett Creek. The SCMs, once implemented would show combined reduction of total nitrogen, total phosphorous and overall stormwater volumes, working to achieve improved aquatic habitat. The goal is to reduce the stormwater volume by 20% in the watershed over the next 10 years.
- e. Final applications for this cycle are due by Thursday, May 4th.
- f. The NCDWR 319h grant awards on average \$50,000.00 to \$300,000.00 for projects. 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 contract with the State and indirect costs may not exceed 10%. Non-federal matching funds are required of at least 40% and can be in the form of cash or in-kind. Applicants are encouraged to obtain other State funds to contribute to the implementation work. PTRC Planning has requested to submit a separate grant proposal to the NC EEG program for additional project and personnel funds.

**10) New Business: Resolution of Membership, Mr. Jarrod Hand, Finance Director**

- a. Mr. Alvin Foster read the Resolution of Membership signed by the Town of Whitsett.
- b. We are happy that they have decided to join!
- c. A copy of this Resolution of Membership can be found at [www.ptrc.org](http://www.ptrc.org) or by emailing [kmitchell@ptrc.org](mailto:kmitchell@ptrc.org).

**11) Roll Call vote for the Abovementioned Action Items 4-10**

- a. A motion was made by Mr. Mark Richardson.
- b. The motion was seconded by Ms. Marikay Abuzuaiter.
- c. Roll call vote- Ayes: *Marikay Abuzuaiter, Kelly Allen, Kevin Austin, Sam Bishop, Nellie Brown, Kay Cagle-Kinch, Jane Cole, David Cox, Rick Cross, Anita Darnell, Monta Davis-Oliver, Lewis Dorsett, James Dunn, Sherita Faison, Johnny Farmer, Benita Finney, Alvin Foster, Fred Franklin, Johnny Frye, Ethel Gwynn, Montrena Hadley, Victor Jones, Dwight Lake, John Larson, Peggy Leight, Yvonne Maizland, George McClellan, Scott Needham, Damon Prince, Mark Richardson, Janelle Robinson, Chris Sapp, John Shaw, Chris Thompson, Pam Thompson, Van Tucker, Larry Ward, Cindy Wheeler, Marie Wood and Filmore York.*
- d. Nays: *none*

- e. Action Item 4-10 were approved.

**12) Executive Director's Report, Mr. Matthew Dolge, Executive Director**

- a. Mr. Dolge welcomed the Town of Whitsett. We currently have 75 local government members.
- b. Mr. Dolge expressed his appreciation for the support he receives from the Board.

**13) Around the Region**

- a. Mr. Filmore York stated that Liberty is proud to be a part of the "largest Earth moving project" with Toyota Battery. They are expected to begin hiring this summer. He also invited everyone to the Antique Festival on April 22<sup>nd</sup> and the Downtown Festival on April 29<sup>th</sup>.
- b. Mr. Scott Needham invited all to the Pilot Mountain Outdoor Festival this weekend.
- c. Ms. Yvonne Maizland announced a Ride For Hope charity event which will raise funds for cancer patients on May 13<sup>th</sup>.
- d. Mr. Sam Bishop invited everyone to NC Trail Days June 1<sup>st</sup>-4<sup>th</sup> in Elkin.
- e. Mr. Stevie Cox announced that the City of Trinity will have a Farmer's Market the first Saturday of the month throughout the summer.
- f. Mr. David Cox invited everyone to Boonville for their Spring Shindig on May 6<sup>th</sup> from 12:00-6:00pm.
- g. Mr. George McClellan invited all to Music in the Park on Saturday the 22<sup>nd</sup> and the rest of the summer every second Saturday in Oak Ridge. He also shared that Oak Ridge is starting construction on their second park!
- h. Ms. Nellie Brown invited everyone to Spring Fest on May 20<sup>th</sup> in Walnut Cove.
- i. Ms. Ethel Gwynn invited everyone to the Caswell County Farmer's Market which will be open every Saturday.
- j. Ms. Montrena Hadley invited everyone to the Dogwood Festival in Mebane this Saturday the 22<sup>nd</sup>.
- k. Ms. Kelly Allen wanted everyone to look into two bills at the Senate right now: HB515 and HB675 that may affect your towns and cities.

**Chairman Foster There being no other business, the meeting was adjourned by general consensus at 1:17 pm.**

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**Alvin Foster, PTRC Chair**

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**Katie Mitchell, Clerk to the Board**