

## MEMBERS

### Counties

Alamance  
Caswell  
Davidson  
Davie  
Forsyth  
Guilford  
Montgomery  
Randolph  
Rockingham  
Stokes  
Surry  
Yadkin

### Municipalities

Archdale  
Asheboro  
Bermuda Run  
Bethania  
Biscoe  
Boonville  
Burlington  
Candor  
Clemmons  
Cooleemee  
Danbury  
Denton  
Dobson  
East Bend  
Eden  
Elkin  
Elon  
Franklinville  
Gibsonville  
Graham  
Green Level  
Greensboro  
Haw River  
High Point  
Jamestown  
Jonesville



**PIEDMONT TRIAD**  
REGIONAL COUNCIL

# Board of Delegates

## Agenda

Wednesday, February 21, 2024

12:00 noon

1398 Carrollton Crossing Drive, Kernersville, NC 27284

### **Item**

#### **ZOOM**

Board of Delegates

Please join my meeting from your device.

<https://zoom.us/j/98490276882>

+1 646 558 8656 US (New York)

Meeting ID: 984 9027 6882

### **Official**

**Katie Mitchell**

*Clerk to the Board*

**A. Call to Order, Welcome, Moment of  
Silence, and Pledge of Allegiance**

**Mark Richardson**

*Chair*

**B. Presentation: NC Department of Insurance**

**Mike Causey**

*Commissioner*

**C. Presentation: NC Triad Outdoors Update & Disaster  
Financial Administration Training Overview**

**Jesse Day**

*Reg. Planning Director*

**D. Action Items**

**1) Request for approval of December 21, 2023  
PTRC Board of Delegates Minutes (attachment)**

**Mark Richardson**

*Chair*

**2) Request for approval of renovations at the new  
training facility**

**Matthew Dolge**

*Executive Director*

**E. Consent Items**

**1) Request to authorize receipt of \$35,000 in grant funding from DWS to  
support industry sector partnership planning**

## MEMBERS

Kernersville  
King  
Lewisville  
Lexington  
Liberty  
Madison  
Mayodan  
Mebane  
Midway  
Mocksville  
Mount Airy  
Mt. Gilead  
Oak Ridge  
Pilot Mountain  
Pleasant Garden  
Ramseur  
Randleman  
Reidsville  
Rural Hall  
Seagrove  
Sedalia  
Staley  
Stoneville  
Summerfield  
Thomasville  
Tobaccoville  
Trinity  
Troy  
Village of  
Alamance  
Walkertown  
Wallburg  
Walnut Cove  
Wentworth  
Whitsett  
Winston-Salem  
Yadkinville  
Yanceyville

- 2) Request to authorize receipt of \$120,000 in grant funding from IEI – Building a New Digital Economy
- 3) Request for approval to enter into contract with Central Pines Regional Council in the amount of \$4,800 from February 2024-June 2024
- 4) Request for approval to enter into contract with Cooleemee in the amount of \$3,500 from February 2024-June 2024
- 5) Request for approval of sole source bids for Rehabilitation Projects
- 6) Request for approval to amend the Section 8 Administrative Plan

### F. New Business

**Mark Richardson**  
*Chair*

### G. Roll Call Vote

**Katie Mitchell**  
*Clerk to the Board*

### H. Informational Item-High Rock Lake Survey

**Jesse Day**  
*Reg. Planning Director*

### I. Executive Director's Report

**Matthew Dolge**  
*Executive Director*

### J. Around the Region

*At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.*

**Mark Richardson**  
*Chair*

### K. Chairman's Remarks and Announcements

**Mark Richardson**  
*Chair*

- 1) **PTRC Executive Committee Meeting**  
Wednesday, March 6, 2024 12noon (Lunch 11: 30a.m) **Hybrid**
- 2) **PTRC Board of Delegates Meeting**  
Wednesday, April 17, 2024 12noon (Lunch 11: 30a.m) **Hybrid**
- 3) **2024 PTRC Meeting Dates**

## ACTION ITEM #2

# M-E-M-O-R-A-N-D-U-M

TO: Governing Board, Piedmont Triad Regional Council  
FROM: Matthew Dolge, Executive Director  
DATE: February 21, 2024  
RE: Renovation – New Training Facility

This item involves fund allocation for up fit of the newly acquired training facility.

The newly acquired church property behind our headquarters building will provide meeting space for our energy efficiency training programs and additional office space to alleviate some of the stress of overcrowding in our Carrollton Crossing facility.

Staff used an RFP to invite bids for the renovations of the basement, which will create 9 offices. The RFP was sent to several private contractors in the region. After two attempts three proposals were received. Based on the cost and an evaluation of the ability of the bidders to complete quality work in a timely manner, staff recommends the following contracts for approval.

Green Serve - \$38,700

This contract is to replace flooring throughout the basement, install a drop ceiling throughout the basement, and construct walls for the offices, and replace decaying windows. Green Serve is the low bidder for the work.

All Systems Restored - \$14,571.88

This contract is to replace all the lighting in the basement, install new lights in the new offices, bring emergency lighting up to current code, install/ repair exterior electrical fixtures for signage and tiny house, and wire all the new office spaces. All Systems Restored is the only bidder that responded for this work.

All Systems Restored - \$12,673.12

This contract involves renovation and expansion of the heating and air conditioning system to meet the needs of the renovated floor plan. All Systems Repaired is the only bidder that responded for this work.

The funding for these projects is from fund reserves in the weatherization program and is unencumbered and available immediately.

Thank you for your consideration.

**ACTION REQUESTED: Approval to contract for services.**

**ACTION ITEM #2 CONTINUED**



PO BOX 750 | Indian Trail, North Carolina 28079  
 980-432-0042 | <https://www.greenserve.us/>

**RECIPIENT:**

**PTRC**

1398 Carrollton Crossing Drive  
 Kernersville, North Carolina 27284

<b>Quote #1248</b>	
Sent on	Jan 03, 2024
<b>Total</b>	<b>\$38,700.00</b>

Product/Service	Description	Qty.	Total
Floors	<ul style="list-style-type: none"> <li>Remove all carpet in all downstairs areas and remove tile in kitchen.</li> <li>Install Waterproof LVT flooring in kitchen, break room area, and hallways with transition bars in bathrooms and offices.</li> <li>Install Carpet squares in all offices.</li> <li>Install Johnsonite 4" vinyl wall base</li> </ul>	1	\$12,500.00
Ceilings	<ul style="list-style-type: none"> <li>Install grid drop ceiling 8' from floor with ceiling tiles in new office area. Grid will be installed to fit 4X8 Armstrong ceiling tiles.</li> </ul>	1	\$15,700.00
Walls	<ul style="list-style-type: none"> <li>Install 5 (five) offices as shown on drawing.</li> <li>Install 2 (two) half office walls as shown on drawing.</li> <li>Install windows in the office section of the new build.</li> <li>Install 5 (five) doors in the office section of the new build.</li> <li>* This includes framing, sheet rock/and or paneling (FRP) &amp; painting</li> </ul>	1	\$7,000.00
Exterior Windows	<ul style="list-style-type: none"> <li>Install 4 (four) windows on the exterior of building</li> </ul>	1	\$3,500.00

**Total** **\$38,700.00**

This quote is valid for the next 30 days, after which values may be subject to change.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ACTION ITEM #2 CONTINUED**



**ALL SYSTEMS RESTORED  
HVAC & Electrical, LLC**

**Mechanical #21971  
Electrical #21941-U**

301 McCullough Dr. #420  
Charlotte, NC 28262  
Phone: (704) 909-2826  
2832-G Randleman Rd.  
Greensboro, NC 27406  
Phone: (336) 441-8550  
Email: [Office@allsystemsrestored.com](mailto:Office@allsystemsrestored.com)  
MBE, HUB, SBE

January 29, 2024

**Rev. 02 Proposal for: PTRC Training Center – Contract PTRC001 - 1398 Carrollton Crossing Dr,  
Kernersville, NC 27284**

All Systems Restored HVAC & Electrical, LLC is pleased to provide our quotation for the HVAC and Electrical work for the above-referenced project. This estimate is based on the bid work write up, A-Wall drawing #1 of 1 and F-1 dated 1/5/2024.

The estimate is broken down as follows:

<b>Total Electrical labor to complete work.</b>	<b>\$14,571.88</b>
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**SOW:**

1. Run power to and install five (5) lights in new offices in drop ceilings with switches/receptacles.
2. Run power to 5 prefab wall connections.
3. Check for power on the sign in front of the property.
4. Install standalone 100-amp panel with 220 twists connect outlet and outside rated 110 outlets behind church tiny home.
5. Rental equipment costs.
6. Add switches by the two (2) entry doors.
7. Redo the emergency lights.
8. Change out twelve (12) regular light fixtures to L.E.D. kits and bulbs.

<b>Total HVAC labor to complete work.</b>	<b>\$12,673.12</b>
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**SOW:**

1. Extend return plenum in downstairs area to new break room area.
2. Close off existing return grill downstairs and seal with mastic tape and/or mastic.
3. Add return or returns with grill for sufficient airflow for downstairs system.
4. Run new supply drops with grills inside of the eight (8) new offices in drop ceiling.

Any alteration or deviation from specification involving extra cost will be executed only upon written order. This will become an extra charge over and above the estimate.

Note: This proposal may be withdrawn if not accepted within 30 days.

Respectfully Submitted,  
Kelvin L. Currie  
CEO

The above prices and specifications are satisfactory and are hereby accepted. You are authorized to work as specified. Payments will be made as noted.

Initial: \_\_\_\_\_

Visit our website at: <https://allsystemsrestored.com>

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**ACTION ITEM #2 CONTINUED**



PROPOSAL: 19136  
 PROJECT #:00042-000148  
 DATE:12/14/23

**PROPOSAL FOR:**  
 Piedmont Triad Regional Council  
 ACCOUNTS PAYABLE  
 1398 CARROLLTON CROSSING DR  
 KERNERSVILLE NC 27284

**SHIP TO:**  
 Piedmont Triad Regional Council  
 Accounts Payable

SALESPERSON: Gary Mundy                      CUSTOMER P/O:                      QUOTE VALID THROUGH: / /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
1	100.00		100 LIN FT A WALL 300 UNFINISHED WALL PANLES 9' HIGH	0.00	0.00
2	2.00		CORNER UP TO M9' HIGH	0.00	0.00
3	10.00		DEMOUNTABLE WALL STRAT UP TO 12' HIGH	0.00	0.00
4	100.00		100 LIN FT 3" RAISED BASE TRACK	0.00	0.00
5	100.00		100 LIN. FT. TWO-PIECE CEILING TRACK	0.00	0.00
6	1.00		LOT H-CAP BASETRACK, WINDOW & DOOR FRAMES GRAY	0.00	0.00
7	1.00		LOT VERTICAL FRAMING MEMBER GRAY	0.00	0.00
8	5.00		22"X36" TEMPERED DOOR GLASS	0.00	0.00
9	5.00		STEEL DOOR SWEEP (SINGLE)	0.00	0.00



**ACTION ITEM #2 CONTINUED**



PROPOSAL: 19136  
 PROJECT #:00042-000148  
 DATE:12/14/23

**PROPOSAL FOR:**

Piedmont Triad Regional Council  
 ACCOUNTS PAYABLE  
 1398 CARROLLTON CROSSING DR  
 KERNERSVILLE NC 27284

**SHIP TO:**

Piedmont Triad Regional Council  
 Accounts Payable

SALESPERSON:  
 Gary Mundy

CUSTOMER P/O:

QUOTE VALID THROUGH:  
 / /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
10	5.00		FACTORY PAINT DOOR GRAY	0.00	0.00
11	5.00		3' X 6'8" PAINTED STEEL 24 GA. DOOR	0.00	0.00
12	5.00		ENTRY LEVER LOCKSET SATIN CHROME	0.00	0.00
13	3.00		15" X 60" TEMPERED WINDOW FACTORY GLAZED	0.00	0.00
14	5.00		HEAVY DUTY EPDM DOOR GASKET SINGLE	0.00	0.00
15	8.00		115V 20 AMP DUPLEX RECEPTACLEW FACTORY WIRED	0.00	0.00
16	5.00		SPST SWITCH FACTORY WIRED 20 AMP	0.00	0.00
17	1.00		TOLAT PRICE FOR THE ABOVE	21,750.87	21,750.87
18	1.00		DETAILED DRAWINGS AND ASSEMBLY INSTRUCTIONS	0.00	0.00

**ACTION ITEM #2 CONTINUED**



PROPOSAL: 19136  
 PROJECT #:00042-000148  
 DATE:12/14/23

**PROPOSAL FOR:**  
 Piedmont Triad Regional Council  
 ACCOUNTS PAYABLE  
 1398 CARROLLTON CROSSING DR  
 KERNERSVILLE NC 27284

**SHIP TO:**  
 Piedmont Triad Regional Council  
 Accounts Payable

**SALESPERSON:**  
 Gary Mundy

**CUSTOMER P/O:**

**QUOTE VALID THROUGH:**  
 / /

#	QTY	PRODUCT	DESCRIPTION	SELL	EXTENDED
19	1.00		Freight	1,994.33	1,994.33
20	1.00		Installation	4,669.00	4,669.00

AUTHORIZED BY \_\_\_\_\_

SUBTOTAL.....: 28,414.20

**DEPOSIT REQUIRED**  
 15,166.00

SALES TAX....: 1,917.95  
 TOTAL.....: 30,332.15

By signing above, you are agreeing to the terms and conditions included with this proposal.  
 PAGE 3 OF 3

**THANK YOU FOR THE OPPORTUNITY!**

February 21, 2024



## **M-E-M-O-R-A-N-D-U-M**

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Wendy Walker-Fox, Workforce and Economic Development Director  
DATE: February 7, 2024  
RE: Division of Workforce Solutions (DWS) Industry Sector Partnership  
Planning Grant

The North Carolina Department of Commerce Division of Workforce Solutions (DWS) has awarded the Piedmont Triad Regional Council a \$35,000 business services grant to support industry sector partnership planning.

The grant funding will assist in facilitating the convening of local and regional partners and employers to plan and develop strategies and initiatives for evidence-based, in-demand industry sector partnerships to meet the needs of businesses. These efforts will be specifically targeted towards the subsectors of Advanced Manufacturing and clean energy.

**ACTION REQUESTED:**

Authorize receipt of \$35,000 in grant funding from DWS to support industry sector partnership planning.

**M-E-M-O-R-A-N-D-U-M**

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Wendy Walker-Fox, Workforce and Economic Development Director  
DATE: February 7, 2024  
RE: Building a New Digital Economy (BAND-NC) Grant

The Institute of Emerging Issues (IEI) at North Carolina State University has awarded the Piedmont Triad Regional Council a \$120,000 grant to develop and implement a regional Digital Equity and Inclusion Plan. The goal of this effort is to bridge the digital divide within the region ensuring equitable access to internet services and technology opportunities for all residents.

The initial funding (\$60,000) will be used for conducting needs assessments, community engagement, and overall plan development. The remaining funds (\$60,000) will be used for implementation of the developed regional plan.

PTRC has issued an RFP to identify qualified consultants and/or inclusion and equity consultants to construct a well-structured, comprehensive Digital Equity and Inclusion Plan.

**ACTION REQUESTED:**

Authorize receipt of \$120,000 in grant funding from IEI for development and implementation of a regional Digital Equity and Inclusion Plan.

## M-E-M-O-R-A-N-D-U-M

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: February 7, 2024  
RE: Contract with Central Pines Regional Council for JLOW Administration

The Piedmont Triad Regional Council planning department wishes to enter into contract with the Central Pines Regional Council to complete the following activities related to the Jordan Lake One Water organization activities:

- 1) Assist CPRC with the administration of the JLOW collaborative process for watershed management, particularly in the upstream reaches of the watershed;
- 2) Stakeholder identification, outreach, and communication;
- 3) Serve as the JLOW point of contact for communities, organizations, local government staff, elected officials and stakeholders in the PTRC region;
- 4) Meeting facilitation; and
- 5) Development and distribution of communication and outreach resources;

The contract is for \$4,800 and goes from now until June 30, 2024. We anticipate further support in the upcoming fiscal year for this organization and the activities being undertaken to support water quality in the Jordan Lake watershed and our engagement with member governments in the upper watershed.

### **ACTION REQUESTED:**

Request for approval to enter into contract providing professional planning services to Central Pines Regional Council from February 2024 to June 2024 to **for \$4,800**.

**M-E-M-O-R-A-N-D-U-M**

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Jesse Day, Regional Planning Director  
DATE: February 7, 2024  
RE: Ordinance Assistance to Cooleemee

Town of Cooleemee Ordinance Update - The Regional Planning Department requests to enter into contract for planning services with the Town of Cooleemee for 160D and other needed updates to the Zoning and Subdivision Ordinances. The services will include modifications to the ordinance to update G.S. references and required changes to be in line with State Statutes.

**ACTION REQUESTED:**

Request for approval to enter into contract providing professional planning services from February 2024 to June 2024 to **Cooleemee for \$3,500**. The Town of Cooleemee has signed an agreement letter.

## **M-E-M-O-R-A-N-D-U-M**

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Michael Blair, Community Development Director  
DATE: February 7, 2024  
RE: Sole Source Bids on Rehabilitation Projects

The PTRC Community Development Department Single Family Rehabilitation Program is currently underway in all of our ESFR Counties (all PTRC counties with the exception of Forsyth County). However due to rising costs of supplies, rises in gas prices and the distance of some of our Counties from the general location of our approved contractors, we have run into issues with contractors attending our pre-bid conferences and thereby, issues with receiving enough bids to complete rehabilitation on many of the approved units.

While we send invitations to bid to all 20 of our approved contractors, we may have only a few show up to bid, and even then, may not get any bids. We have surveyed our contractors to find out some of the reasons for not bidding and those responses are consistent with our opening comment.

The department is requesting permission to allow one bid projects to complete this type of essential work for low income homeowners. Failure to approve one contractor bids will result in the work not getting completed and the homes will continue to deteriorate.

**ACTION REQUESTED:**

The PTRC Community Development Department is requesting approval from the board to move forward with one bid projects.

## **M-E-M-O-R-A-N-D-U-M**

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Michael Blair, Community Development Director  
DATE: February 7, 2024  
RE: Section 8 Administrative Plan Amendment

Community Development staff has proposed an amendment to the PTRC Section 8 Administrative Plan, specifically focusing on enhancing the denial process related to applicants with a criminal background or sex offender status.

Recognizing the importance of maintaining a safe and secure housing environment, the proposed amendment aims to refine the criteria and procedures for evaluating applicants with criminal and sex offender histories. The objective is to strengthen the denial process while ensuring compliance with fair housing laws.

The amended and added language on page 3-25 section 3-III.D. SCREENING:

“Denied applicants seeking reconsideration must submit a written request detailing their criminal history or sex offender status, along with any supporting documentation, to the Section 8 office within 10 days of receiving the denial letter. The PHA will acknowledge the receipt of such requests and conduct a thorough review, taking into account the nature, severity, and recency of the offenses. The decision of approval or continued denial will be communicated in writing to the applicant, ensuring transparency in the process. Applicants have the right to appeal a denial, and any updates to the policy will be implemented after approval from the PTRC Section 8 Executive Board, maintaining compliance with fair housing laws and fostering a fair and inclusive housing assistance program.”

**ACTION REQUESTED:** The PTRC Community Development Department is requesting approval from the board to approve the page 3-25 section 3-III.D. SCREENING Administrative Plan Amendment.





# 2024 Meeting Dates

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12noon

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
January - none	January - none
February 7, 2024	February 21, 2024
March 6, 2024	March - none
April 3, 2024	April 17, 2024
May 1, 2024	May - none
June 5, 2024	June 19, 2024
July - none	July - none
August 7, 2024	August 21, 2024
September 4, 2024	September - none
October 2, 2024	October 16, 2024
November 6, 2024	November - none
December 4, 2024	December 18, 2024