

MEMBERS

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

Municipalities

Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
Clemmons
Coolersee
Danbury
Denton
Dobson
East Bend
Eden
Elkin
Elon
Franklinville
Gibsonville
Graham
Green Level
Greensboro
Haw River
High Point
Jamestown
Jonesville
Kernersville
King
Lewisville
Lexington
Liberty
Madison
Mayodan
Mebane
Midway
Mocksville
Mount Airy
Mt. Gilthead
Oak Ridge
Pilot Mountain
Pleasant Garden
Ramseur
Randleman
Reidsville
Rural Hall
Seagrove
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville



PIEDMONT TRIAD REGIONAL COUNCIL

BOARD OF DELEGATES

A-G-E-N-D-A

PAUL J. CIENER BOTANICAL GARDENS
215 S. MAIN STREET
KERNERSVILLE, NC
AUGUST 15, 2012
12:00 NOON

WELCOME INVOCATION PLEDGE

A. PRESENTATIONS

1. **"Focus on Members – Forsyth County"**, by Dudley Watts, Forsyth County Manager
2. **"Regional Broadband Plan"**, by Samantha Jackson, NC Department of Commerce
3. **"Launch and Demo New PTRC Web Site"**, by Anne Edwards, PTRC Information & Data Services Manager
4. **Resolution Supporting the Establishment of an Annual "Welcome Home Vietnam Veterans Day"**, Ron Linville (*attachment*)

B. CONSENT ITEMS

1. **Request for approval of June 20, 2012, PTRC Board of Delegates minutes**
2. **Request for approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization**, by Hanna Cockburn, PTRC Planning Program Manager (*attachment*)
3. **Request to enter into contracts with Montgomery County for the NC Tomorrow project**, by Hanna Cockburn (*attachment*)
4. **Request to adjust the PTRC Assignment of Classification and Grades**, by Matt Reece, PTRC Administration and Member Services Director (*attachment*)
5. **Request to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the Community Resource Connection (CRC) in the amount of \$18,000 for the period July 1, 2012 thru December 31, 2012**, by Kim Dawkins Berry, PTRC Area Agency on Aging Director
6. **Request to accept weatherization grant from Department of Energy**, by Reginald McCaskill, Workforce Program Manager (*attachment*)

C. ACTION ITEMS

- 1. Request for approval of lease agreement with the Arden Group,**
by Matthew Dolge, PTRC Executive Director (*attachment*)
- 2. Request for approval to submit Piedmont Triad Small
Communities Active and Healthy Eating Grant,** by Hanna
Cockburn, PTRC Planning Program Manager (*attachment*)

D. EXECUTIVE DIRECTOR'S REPORT

E. OLD BUSINESS

F. NEW BUSINESS

G. INFORMATIONAL ITEMS

H. CHAIRMAN'S REMARKS AND ANNOUNCEMENTS

- **September PTRC Executive Committee meeting –
Wednesday, September 5, 2012, 12 Noon**
Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC
- **October PTRC Executive Committee meeting –
Wednesday, October 3, 2012, 12 Noon**
Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC
- **October PTRC Board of Delegates meeting –
Wednesday, October 17, 2012, 12:00 Noon**
Paul J. Ciener Botanical Gardens, 215 S. Main Street, Kernersville, NC

I. ADJOURNMENT

Item A4

RESOLUTION SUPPORTING THE ESTABLISHMENT OF AN ANNUAL "WELCOME HOME VIETNAM VETERANS DAY"

WHEREAS, the Vietnam War was fought in the Republic of South Vietnam from 1961 to 1975, and involved North Vietnamese regular forces and Viet Cong guerrilla forces in armed conflict with American Armed Forces and the Army of the Republic of Vietnam; and

WHEREAS, American involvement in Vietnam began in 1961 when the United States Government decided to serve in an advisory role to the Government of South Vietnam to help defend itself against the growing Communist threat from North Vietnam; and

WHEREAS, in 1965, American Armed Forces ground combat units arrived in Vietnam and by the end of 1965, there were approximately 180,000 American combat troops in Vietnam, and by 1969, the number peaked to approximately 543,000 troops serving our country in Vietnam; and

WHEREAS, more than 58,000 American troops lost their lives in the Vietnam War, including 1,610 North Carolinians; and

WHEREAS, in 1973, American forces held as prisoners of war in Vietnam were released and those serving in combat were withdrawn and returned home without recognition for their service; and

WHEREAS, in 1982, almost ten years after the return of American troops, the Vietnam Veterans Memorial was dedicated in the District of Columbia to commemorate those Americans who died or were declared missing-in-action while serving in Vietnam; and

WHEREAS, because the Vietnam War was extremely controversial among the people of the United States, a generation of veterans have waited too long for the United States public to acknowledge and honor the efforts and services of these veterans; and

WHEREAS, the establishment of an annual "Welcome Home Vietnam Veterans Day" on March 30th of each year, which is the date that all U.S. military personnel were removed from Vietnam, would be an appropriate way to honor the men and women who served in the Vietnam War.

NOW, THEREFORE, BE IT RESOLVED that the Piedmont Triad Regional Council Board of Delegates hereby honors and recognizes the contributions of the members of the United States Armed Forces who served in the Vietnam War.

BE IT FURTHER RESOLVED that the Piedmont Triad Regional Council Board of Delegates hereby expresses its support for the establishment of an annual "Welcome Home Vietnam Veterans Day" on March 30th of each year; and encourages the citizens of the Piedmont Triad to observe "Welcome Home Vietnam Veterans Day" which should be observed with appropriate ceremonies and activities.

Adopted this 15th day of August 2012.

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

TO: PTRC Board of Delegates
FROM: Hanna Cockburn, PTRC Planning Program Manager
DATE: August 9, 2012
RE: Request for approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization
ITEM #: B2

The Piedmont Triad and Northwest Piedmont RPO programs operate under a Memorandum of Understanding (MOU) which is mutually adopted by the Counties, NCDOT and the Lead Planning Agency – Piedmont Triad Regional Council. The MOU provides the basis for membership in the organization, the structure of the technical and advisory committees and conduct of meetings. With the completion of local government approvals, the Northwest Piedmont RPO requests approval of the MOU. Once approved, the MOU will be forwarded to NCDOT for final approval by the state.

The PTRPO MOU was approved at the July 1, 2011 meeting of the Board of Delegates.

Staff is requesting approval to amend the Memorandum of Understanding for Cooperative, Comprehensive and Continuing Transportation Planning and the Establishment of the Northwest Piedmont Rural Planning Organization.

**AMENDED
MEMORANDUM OF UNDERSTANDING
FOR
COOPERATIVE, COMPREHENSIVE AND CONTINUING
TRANSPORTATION PLANNING
AND THE ESTABLISHMENT
OF THE NORTHWEST PIEDMONT RURAL PLANNING ORGANIZATION
FOR**

The **County of Davie** and the participating municipalities therein; The **County of Stokes** and the participating municipalities therein; the **County of Surry** and the participating municipality therein; the **County of Yadkin** and the participating municipalities therein; and the North Carolina Department of Transportation (NCDOT) (hereinafter collectively, “the Parties”).

WITNESSETH

Whereas, on August 20, 2002, the Parties entered into a Memorandum of Understanding which created the Northwest Piedmont Rural Planning Organization (hereinafter, “RPO”); and,

Whereas, the RPO provides rural areas the opportunity to work in partnership with the NCDOT toward development of sound, short and long-range transportation planning for rural areas; and,

Whereas, the Parties have agreed to amend the original Memorandum of Understanding.

Now, therefore, the following Amended Memorandum of Understanding is made on this the 7th day of December, 2011.

Section 1. It is hereby agreed, that the **County of Davie** and the participating municipalities therein; the **County of Stokes** and the participating municipality therein; the **County of Surry** and the participating municipality therein; the **County of Yadkin** and the participating municipalities therein; and the NCDOT intend to establish and participate in a RPO created for the general purposes and responsibilities outlined in the following:

1. Develop long-range local and regional multi-modal transportation plans in cooperation with the area Metropolitan Planning Organizations (MPOs) and the NCDOT.
2. Provide a forum for public participation in the rural transportation planning process.
3. Develop and prioritize suggestions for transportation projects that the RPO believes should be included in the State Transportation Improvement Program (STIP).
4. Provide transportation-related information to local governments and other interested organizations and persons.

Section 2. It is hereby further agreed that transportation plans and programs and land use policies and programs for the RPO will be coordinated by the Piedmont Triad Regional Council, an agency selected on behalf of participating local governments and the NCDOT, to be the administrative entity and to serve as the lead local planning agency for coordinating transportation planning in the four county

planning area. The RPO hereby authorizes the Piedmont Triad Regional Council to be the recipient of any funds appropriated to the RPO by NCDOT pursuant to North Carolina General Statute 136-213(c).

Section 3. Establishment of Transportation Advisory Committee (TAC). A TAC is hereby established with the responsibility for serving as a forum for cooperative transportation planning decision making for the RPO. The TAC shall have the responsibility for keeping the local elected governing boards informed of the status and requirements of the transportation planning process; to assist in the dissemination and clarification of the decisions, inclinations, and policies of the local elected governing boards and the NCDOT; and to help ensure meaningful public participation in the rural transportation planning process.

1. The TAC will be responsible for carrying out the following:
 - A. Establishment of goals, priorities, and objectives for the rural transportation planning process.
 - B. Endorsement and review of changes to adopted transportation plans within the RPO.
 - C. Endorsement, review, and approval of a Planning Work Program (PWP) for transportation planning which defines work tasks and responsibilities for the various agencies participating in the RPO.
 - D. Endorsement, review, and approval of transportation improvement projects that support and enhance both regional and local transportation in the four county RPO.

2. The membership of the TAC shall consist of the following:
 - A. One Commissioner representing the Davie and one elected official from each RPO member municipality therein.
 - B. One Commissioner representing the Stokes and one elected official from each RPO member municipality therein.
 - C. One Commissioner representing the Surry and one elected official from each RPO member municipality therein.
 - D. One Commissioner representing the Yadkin and one elected official from each RPO member municipality therein.
 - E. One member from the North Carolina Board of Transportation representing Division 9 or Division 11.

3. The Commissioner representing each county on the TAC shall be elected every one years by the Board of County Commissioners of each County in regular session. The municipal member representing each municipality on the TAC shall be elected every one years by the governing body of the municipality in regular session. All terms of appointment to the TAC shall be for one years. Reappointment is possible. One alternate may be designated for each member providing they meet the same criteria as the original appointee.

4. An RPO TAC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
5. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TAC, plus as many additional members as may be required to ensure that 51% of possible votes are present. The TAC will meet as often as it is deemed necessary, appropriate and advisable. On the basis of majority vote of its membership, the TAC may elect a member of the committee to act as chairperson with the responsibility for coordination of the committee's activities.
6. The Executive Director of the Piedmont Triad Regional Council will provide staff to the TAC.

Section 4. Establishment of Technical Coordinating Committee (TCC). A TCC shall be established with the responsibility of general review, guidance, and coordination of the transportation planning process for the RPO and the responsibility for making recommendations to the respective local, state, and federal governmental agencies and the TAC regarding any necessary actions relating to the continuing transportation process.

1. The TCC shall be responsible for development, review, and recommendation for approval of the PWP for the RPO, the STIP requests, and revisions to the STIP.
2. Membership of the TCC shall include technical representatives from all local and state governmental agencies directly related to and concerned with the transportation planning process for the RPO planning area. Initially, the membership shall include, but may not be limited to, the following:
 - A. The Manager, Assistant Manager, Planner, Clerk, or Engineer from each of the four counties of the RPO planning area, or his/her designated staff representative.
 - B. The Chief Administrative Official, City Planner, City Engineer, or City Clerk from each member municipality in the RPO planning area, or his/her designated staff representative.
 - C. Division Engineer serving Highway Division 9, NCDOT, or his/her designated staff representative.
 - D. Division Engineer serving Highway Division 11, NCDOT, or his/her designated staff representative
 - E. Transit representative from Yadkin Valley Economic Development District Inc. or YVEDDI.
 - F. Transit representative from Piedmont Regional Transit Authority or PART.



- G. Winston-Salem MPO designated staff representative.
 - H. Manager, Transportation Planning Branch, NCDOT, or his/her designated staff representative.
 - I. Piedmont Triad Regional Council designated staff representative.
3. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO. One alternate may be designated for each member providing they meet the same criteria as the original appointee. Membership may be further defined in the duly adopted bylaws. An RPO TCC membership roster will be compiled, and updated at least annually, listing each attendee and alternate, if applicable, for each member county or municipality. The membership of a county or municipality member who fails to send the appointee or alternate to two consecutive RPO meetings will be designated as a vacant seat and will not count towards quorum. Attendance at future meetings will reinstate the member.
 4. A quorum is required for the transaction of all business, including conducting meetings or hearings, participating in deliberations, or voting upon or otherwise transacting the public business. A quorum consists of 51% of the members of the TCC, plus as many additional members as required to ensure that 51% of possible votes are present. The TCC shall meet when it is deemed necessary, appropriate and advisable. The TCC will be staffed by the Piedmont Triad Regional Council or his/her designated staff representative. The TCC shall by majority vote of the membership elect one member to serve as a Chairman with the responsibility for coordinating the committee's activities. Membership of the TCC may be altered on the basis of a majority vote of its membership and approval of the TAC of the RPO.

Section 5. It is further agreed that all participating agencies will assist in the rural transportation planning process by providing planning assistance (where possible), data, and inventories in accordance with the approved PWP.

Section 6. Each county and its RPO member jurisdictions shall have the support of the RPO staff in developing local transportation projects and priorities. Each member agrees to coordinate its transportation plans with those of other RPO members. Additionally, by consensus, the RPO may identify projects of a regional nature for development and presentation to NCDOT for consideration.

Section 7. Parties to this Memorandum of Understanding may terminate their participation in the continuing transportation planning process by giving 90 days written notice to the other parties to the date of termination.

Section 8. Municipalities desiring to join the RPO following the signing of this Memorandum of Understanding must do so no later than 90 days after the date given below in Section 10, by submitting a fully-executed Municipal Statement of Adoption. Any municipality desiring to join the RPO after the initial 90-day period must notify the lead planning agency and the other members of the RPO in writing of its intent to join, and provide each with a copy of a fully-executed Municipal Statement of Adoption. New memberships will become effective on July 1st of each year.

Section 9. This Amended Memorandum of Understanding supersedes and replaces any prior memorandum(s) of understanding between the Parties regarding the RPO.

Section 10. In witness whereof, the Parties have been authorized by appropriate and proper resolutions, and/or legislative authority to sign this Amended Memorandum of Understanding, this the 7th day of December, 2011.

BY:

COUNTY OF Davie

Carl Humphrey
Chairman

Brenda B. Hunter
Clerk to the Board

COUNTY OF Stokes

Ernest Sanford
Chairman 05-14-2012

Darlene M. Bullen
Clerk to the Board
05-14-2012

COUNTY OF Surry

3 J (Buck) Hardy
Chairman



Conchita Otho
Clerk to the Board

COUNTY OF Yadkin

[Signature]
Chairman

Janya Hentry - Deputy Clerk
Clerk to the Board

Piedmont Triad Regional Council (LPA)

Chairman

Executive Director

NCDOT

Approved as execution

Secretary

Assistant Attorney General

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

TO: PTRC Board of Delegates
FROM: Hanna Cockburn, PTRC Planning Program Manager
DATE: August 9, 2012
RE: Request to enter into contracts with Montgomery County for the NC Tomorrow project
ITEM #: B3

Attached are the two contracts for the NC Tomorrow project that were executed with Montgomery County at their June meeting of the Montgomery County Board of Commissioners.

The technical services contract for \$45,000 will cover the costs for producing the NC Tomorrow Comprehensive Economic Development Strategy (CEDS) by March 2014. The administrative services contract for \$5,000 will cover costs incurred by PTRC (\$3,000) and Montgomery County (\$2,000) to administer the two-year grant.

Staff is requesting authorization for Matthew Dolge, PTRC Executive Director, to enter into contract with Montgomery County as referenced above.

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

TO: PTRC Board of Delegates
FROM: Matt Reece, Administration and Member Services Director
DATE: August 9, 2012
RE: Request to adjust the Assignment of Classifications and Grades
ITEM #: B4

The executive director is responsible for the administration and maintenance of the position classification and pay plan adopted by board of delegates. Department directors are responsible for bringing to the attention of the executive director any material change in the nature of duties, responsibilities, working conditions and other factors affecting the classification of any position. Following the receipt of such information concerning any position, the executive director, or his designee, shall then study the position and determine if the classification of the position should be changed. Authority to reallocate positions to classes on the basis of kind and level of duties and responsibilities is vested in the board of delegates, based on a recommendation from the executive director.

The following classifications have been studied. The pay ranges assigned to the classifications are based on the general level of salaries and wages paid in prevailing labor markets for each classification and assessment of internal equity with PTRC.

Grade	Title	Minimum	Mid-Point	Maximum
9	Weatherization Crew Member	\$15,080	N/A	\$31,200
14	Weatherization Program Assistant	29,762	38,690	47,619
16	Weatherization Crew Leader	32,812	42,656	52,500
18	Weatherization Inspector / Auditor	36,175	47,028	57,881
18	Accountability Specialist	36,175	47,028	57,881
19	Stormwater Educator	37,984	49,380	60,775
20	Management Analyst	39,883	51,849	63,814
22	Stormwater Program Supervisor	43,972	57,163	70,354

I recommend the adoption of these classifications into the PTRC pay plan. For your reference, the 2013 assignment of classifications to grades is enclosed with the proposed classifications incorporated.

Assignment of Classes to Grades for FY 2013

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
9	General Staff / Temporary Employee / Intern	15,080		31,200
9	Weatherization Crew Member	15,080		31,200
10	Receptionist	24,485	31,831	39,176
11	(Reserved for Future Use)	25,709	33,422	41,135
12	Office Assistant	26,995	35,093	43,192
13	(Reserved for Future Use)	28,344	36,848	45,351
14	Weatherization Program Assistant	29,762	38,690	47,619
14	Program Assistant	29,762	38,690	47,619
15	Aging MIS Specialist	31,250	40,625	50,000
15	Volunteer Coordinator	31,250	40,625	50,000
15	Accounting Technician I	31,250	40,625	50,000
16	Weatherization Crew Leader	32,812	42,656	52,500
16	RSVP Coordinator	32,812	42,656	52,500
16	Service Corp Crew Leader	32,812	42,656	52,500
17	Accounting Technician II	34,453	44,789	55,125
17	Workforce Development Executive Assistant	34,453	44,789	55,125
17	Executive Assistant	34,453	44,789	55,125
18	Housing Program Specialist	36,176	47,028	57,881
18	Accountability Specialist	36,176	47,028	57,881
18	Housing Inspector	36,176	47,028	57,881
18	Weatherization Inspector / Auditor	36,176	47,028	57,881
18	Career Facilitator	36,176	47,028	57,881
19	Service Corps Coordinator	37,984	49,380	60,775
19	Stormwater Educator	37,984	49,380	60,775
19	District Resource Center Director	37,984	49,380	60,775
20	Aging Program Planner	39,883	51,849	63,814
20	Family Caregiver Support Specialist	39,883	51,849	63,814
20	GIS Planner	39,883	51,849	63,814
20	Housing Coordinator	39,883	51,849	63,814
20	Pretrial Release Coordinator	39,883	51,849	63,814
20	Workforce Business Services Coordinator	39,883	51,849	63,814
20	Long-Term Care Ombudsman	39,883	51,849	63,814
20	Regional Planner I	39,883	51,849	63,814
20	Management Analyst	39,883	51,849	63,814
21	Accountant	41,878	54,441	67,004
21	Network Specialist	41,878	54,441	67,004
22	Stormwater Program Supervisor	43,972	57,163	70,354

Salary Grade	Class Title	Minimum	Mid-Point	Maximum
22	Senior Long-Term Care Ombudsman	43,972	57,163	70,354
22	Senior GIS Planner	43,972	57,163	70,354
22	Regional Planner II	43,972	57,163	70,354
22	Criminal Justice Project Reentry Coordinator	43,972	57,163	70,354
23	(Reserved for Future Use)	46,170	60,021	73,872
24	Long-Term Care Program Manager	48,479	63,022	77,566
24	Special Projects Manager	48,479	63,022	77,566
24	Aging Community Based Programs Manager	48,479	63,022	77,566
25	Workforce Development Projects Manager	50,903	66,173	81,444
25	Economic Development Program Administrator	50,903	66,173	81,444
25	GIS Manager	50,903	66,173	81,444
25	Information and Data Services Manager	50,903	66,173	81,444
25	Senior Regional Planner	50,903	66,173	81,444
25	Workforce Development Program Manager	50,903	66,173	81,444
26	(Reserved for Future Use)	53,448	69,482	85,516
27	Regional Planning Programs Manager	56,120	72,956	89,792
27	Water Resources Manager	56,120	72,956	89,792
27	IT Manager	56,120	72,956	89,792
27	Finance Manager	56,120	72,956	89,792
27	Area Agency on Aging Assistant Director	56,120	72,956	89,792
27	Workforce Development Assistant Director	56,120	72,956	89,792
28	(Reserved for Future Use)	58,926	76,604	94,282
29	Criminal Justice Program Director	61,872	80,434	98,996
29	Housing Program Director	61,872	80,434	98,996
30	(Reserved for Future Use)	64,966	84,456	103,946
31	Administration and Member Services Director	68,214	88,679	109,143
31	Area Agency on Aging Director	68,214	88,679	109,143
31	Finance Director	68,214	88,679	109,143
31	Regional Planning Director	68,214	88,679	109,143
31	Workforce Development Director	68,214	88,679	109,143
32	(Reserved for Future Use)	71,625	93,113	114,600
33	Assistant Director	75,206	97,768	120,330

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

TO: PTRC Board of Delegates

FROM: Kimberly Dawkins Berry, Director, PTRC Area Agency on Aging

DATE: August 9, 2012

RE: Request to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services to provide the leadership of the **Community Resource Connection (CRC)** in the amount of \$18,000 for the period August 1, 2012 thru December 31, 2012

ITEM #: B5

This program involves collaboration with all critical aging and disability agencies and service organizations such as Social Services, Vocational Rehabilitation, Social Security and Hugh Chatham Memorial Hospital. An important activity included will be working with the transition of persons 65+ from the point of hospital discharge to the community services programs to avoid readmission.

The PTRC Area Agency on Aging has previously administered a contract with an individual to provide activities associated with the Community Resource Connection. The County of Surry has now taken over that particular service and hired this individual on a full time basis.

I am requesting approval to enter into contract with Surry County, Health and Nutrition Services, DBA Senior Services in the amount of \$18,000 for the period August 1, 2012 thru December 31, 2012 to perform the necessary activities, associated with administration of the Community Resource Connection, (CRC).

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

TO: PTRC Board of Delegates

FROM: Reginald D. McCaskill, Program Director, Northwest Piedmont Service Corps

DATE: August 9, 2012

RE: Request for acceptance of Weatherization Grant from the Energy of Office in the Department of Commerce.

ITEM #: B6

On Tuesday, July 31, 2012, staff met with representatives of the Office of Energy in the Department of Commerce. This meeting followed PTRC being awarded a grant in the revised amount of \$1,554,300.00. The grant will provide weatherization assistance to low income families the following counties: Davidson, Guilford, Forsyth, Randolph and Rockingham. The primary objective of this grant is to help North Carolinians save energy and reduce utility bills. This is a one year grant with potential of renewal.

The grant does require the PTRC to hire seven positions to deliver specialized work in the area of weatherization. This work requires unique certification and expertise. The employees devoted to the weatherization program will augment work to be performed by other PTRC employees, Service Corp participants, and contracted workers.

Positions to be hired include:

- Weatherization Program Assistant (potentially 3 fulltime positions) – receiving client information, maintaining a devoted information system for operational reporting, and determining client eligibility.
- Weatherization Crew Leader (potentially 5 full time positions) – supervises a crew completing up fit and construction work to improve a property to meet code and energy efficacy standards.
- Weatherization Energy Inspector / Auditor (potentially 3 full time position) – analyzes utility bills including utility rates, calculates potential energy savings and educates clients on energy efficiency. Work also includes conducting energy education session and final inspections. Performs a variety of tasks associated with advanced technical building inspection and preliminary plans examination work to advise on electrical and energy building codes. Also, one position will be appointed as Weatherization Field Coordinator. This position will monitor and oversee the quality assurance process at the weatherization sites and otherwise manage and direct the field work between clients and crews completing that work.
- Often this work will include coordination with contracted workers and partners.

I recommend the approving the receipt of the weatherization grant and its associated activities.

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

TO: PTRC Board of Delegates
FROM: Matthew Dolge, Executive Director
DATE: August 9, 2012
RE: Request for approval of lease agreement with the Arden Group
ITEM # C1

The PTRC Executive Committee was presented for their consideration, a lease agreement with the Arden Group to expedite the construction and ultimate occupation by PTRC of permanent office space in Kernersville.

The PTRC Board of Delegates voted unanimously on June 20, 2012 to enter into contract for construction of this office space for the price of \$4,000,000. Arden Group was selected through an open bid process and has developed a build-to-suit construction project to fit our custom needs. In order to be able to break ground expeditiously the Arden Group needs the security of having a lease executed with a \$250,000 security deposit. The \$250,000 security deposit would be credited towards the purchase of the building by PTRC at closing.

The advantage of the proposed lease-to-purchase arrangement is that Arden Group will begin construction while PTRC works through the financing process established by the Local Government Commission. We anticipate that process could take two months. The plan is to complete the financing process, the real estate closing, and to purchase the building without the lease going into full effect. PTRC would purchase the building from Arden Group and occupy the building by April of 2013. The terms of this lease, as with most lease arrangements, are not as financially advantageous as purchasing the building outright. The lease is for 15 years with monthly rent payments of \$28,333. If financing is unavailable to PTRC, we are committed to a 15 year lease and the associated \$5,400,000 cost.

The PTRC Executive Committee voted at their August 1, 2012 meeting to enter into this lease-to-purchase agreement with the Arden Group and provide for the \$250,000 deposit. The vote was not unanimous; there was one nay vote.

The following factors are pertinent, the PTRC Board of Delegates has decided to purchase its own building rather than lease, we have agreement on the project scope and cost, and the board understands that financing is more a question of timing than feasibility. With those factors in mind, I recommend to you the approved action of the PTRC Executive Committee, that PTRC enter into the lease-to-purchase arrangement and provide Arden Group with a \$250,000 security deposit.

Board members do need to understand that the offer to purchase the property is being negotiated and our attorney advises that there will be an additional option cost with this agreement. If we execute this option agreement and financing fails this amount we go toward the lease payments.

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

TO: PTRC Board of Delegates
FROM: Hanna Cockburn, PTRC Planning Program Manager
DATE: August 9, 2012
RE: Piedmont Triad Small Communities Active and Healthy Eating Grant
ITEM #: C2

Planning Staff request authorization to apply for \$1,388,489 in grant funds from the **Centers for Disease Control and Prevention's Community Transformation Grant Small Communities** program. The grant proposal focuses on the seven qualifying rural counties of the region (Caswell, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin) and supports the ongoing work of the sustainable communities' regional planning **project**.

If awarded, the grant **will be** used to develop two products: **a** trails gaps **and** barrier analysis **and new** healthy food **access** locations and education programs for the seven counties. The grant request also **includes** \$600,000 **to** be sub-allocated in **mini-grants to** public, non-profit and private partners to implement specific interventions that encourage physical activity and improve access to healthy foods as identified through the trails analysis and food **access** research. There **are no** matching funds required.

Staff requests authorization to apply for this CDC grant. Awards will be announced in September 2012.