

**MINUTES**  
**PTRC Executive Committee**  
**September 4, 2013**

**Members Present**

Commissioner Kevin Austin, Yadkin County  
Commissioner Bill Bencini, Guilford County  
Commissioner Jimmy Blake, Town of Biscoe  
Councilman Dillard Burnette, City of King  
Commissioner Sharon Conaway, Town of Walnut Cove  
Councilman Darryl Carter, City of Eden  
Councilman Alvin Foster, Town of Yadkinville  
Vice Chairman Darrell Frye, Randolph County  
Commissioner Ernest Lankford, Stokes County  
Councilwoman Molly Leight, City of Winston-Salem  
Commissioner Walter Marshall  
Commissioner Linda Massey, Alamance County  
Commissioner Wayne Moore, Town of Jonesville  
Chairman Jackie Morris, Montgomery County  
Mayor Pro Tem Patty Philipps, City of Mebane  
Mayor Dan Pugh, Town of Lewisville  
Commissioner Don Truell, Davidson County  
Mayor Keith Volz, Town of Jamestown  
Commissioner Steve Yokeley, City of Mount Airy

**Members Absent**

Commissioner Zane Cardwell, Rockingham County  
Chairman Nathaniel Hall, Caswell County  
Commissioner Paul Johnson, Surry County  
Mayor Pro Tem Yvonne Johnson, City of Greensboro  
Commissioner Will Marklin, Town of Mocksville  
Mayor Scotty Morris, Town of Denton  
Commissioner Terry Renegar, Davie County  
Mayor Bernita Sims, City of High Point  
Mayor Bert Lance Stone, City of Archdale  
Mayor Ronnie Wall, City of Burlington

# MINUTES

## PTRC Executive Committee

### September 4, 2013

Chairman Darrell Frye welcomed the PTRC Executive Committee and called the meeting to order at 12:10 p.m. He requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

Chairman Frye explained that Matthew Dolge, PTRC Executive Director, was unable to attend the meeting due to his presence being requested at a special meeting with the Assistant Secretary at the Department of Environmental and Natural Resources (DENR) in order to assist in formulating a delivery mechanism for Community Development Block Grant (CDBG) funds for water and sewer projects. He added that Mr. Dolge does not foresee this happening again.

- 1. Request for approval of August 7, 2013, PTRC Executive Committee Minutes, Darrell Frye, PTRC Chairman**
  - a. Mr. Don Truell made a motion.
  - b. The motion was seconded by Mr. Bill Bencini.
  - c. The August 7, 2013 PTRC Executive Committee minutes were approved.
  
- 2. Authorization to partner with Jewell Engineering Consultants, P.C., on the proposed watershed administration project for the Mills River watershed, Cy Stober, Water Resources Manager**
  - a. Mr. Stober explained that the Carolina Mountain Land Conservancy recently distributed a Request for Proposals for administrative and engineering services that will allow them to be eligible for US EPA 319 watershed plan implementation funds and satisfy a Surface Water Supply Protection grant they received from the NC Clean Water Management Trust Fund.
  - b. Due to experience on other watershed planning efforts throughout the region, the PTRC Planning Department was contacted by Jewell Engineering Consultants, P.C., of Kernersville, NC, to partner with them to provide administrative services.
  - c. Mr. Stober added that the projected cost is approximately \$39,000 and would support time for two PTRC employees. If awarded funding, the staff would return to the Board of Delegates to receive authorization to contract with Jewell Engineering Consultants, P.C.
  - d. In conclusion, Mr. Stober requested authorization from the Board to proceed with the proposed project.
  - e. Motion was made.
  - f. The motion was seconded by Mr. Jimmy Blake.
  - g. Request for authorization to partner with Jewell Engineering Consultants, P.C., on the proposed watershed administration project for the Mills River watershed was approved.
  
- 3. Authorization to apply for US EPA 2013 205(j) water quality planning funds, Cy Stober, Water Resources Manager**
  - a. Mr. Stober began by reminding the Board that the request for authorization to apply for these funds is an annual request.

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- b. He explained the funds further, noting that these US EPA 205(j) water quality planning funds are dedicated to Regional Councils to address water quality needs through planning and administrative services. He added that the total funds to be distributed statewide are \$97,200.
- c. Mr. Stober explained the 3 leading project candidates:
  - i. Enhancing the Elkin Water Supply Plan grant project to a more fully-realized nine-element local watershed plan;
  - ii. A Stormwater Small Area Plan for the Uptown Lexington District; or
  - iii. Initiating and support the creation of a Dan River Basin quality monitoring network.
- d. Mr. Stober summarized by stating that the PTRC Planning Department requests authorization to apply for one project for no more than \$25,000. No cash contributions will be required, although 205(j) funds only support 10.8% of indirect costs.
- e. Motion was made by Mr. Truell.
- f. The motion was seconded by Mr. Bencini.
- g. Request for authorization to apply for US EPA 2013 205(j) water quality planning funds was approved.

**4. Informational Item: EPA/ARC Livable Communities Action Plans – Food Systems, Cy Stober, Water Resources Manager**

- a. Mr. Stober announced that this opportunity came to PTRC this week. He explained that PTRC is a lead partner on Piedmont Together, a HUD Sustainable Communities project focused on improving jobs, housing, transportation, health, and places and spaces in the Triad. He added that developing a strong local food system is vital to the success of this plan, and will serve as an excellent opportunity to begin implementing recommendations put forth by the Healthy Communities workgroup.
- b. This year's selected communities will have an interest in developing local food systems as a means of promoting economic competitiveness and economic diversification.
- c. Mr. Stober described the application process, which would begin with communities submitting a letter of interest, no more than two pages, describing the needs and goals of the community. The selection process includes taking the following into account:
  - i. Community interest in the area of food systems;
  - ii. Opportunity to address community challenges ;
  - iii. Support from community leaders and members; and,
  - iv. Social and economic needs
- d. Mr. Stober noted that any letters of interest should indicate a primary point of contact and, if possible, other members of the community who will participate in the technical assistance process. Submit letters of interest via email to Wilson Paine at [wpaine@arc.gov](mailto:wpaine@arc.gov) no later than October 4, 2013. Mr. Paine is also the contact for any questions.

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**5. Request for approval to enter into an agreement with the lowest bidder (BB&T) for the Installment Loan for PTRC's new building**

- a. Chairman Frye explained that the financing for the building was authorized previously, however this loan would cover low voltage contracts, change orders, signage outside of the building, security systems, etc. These were all items not originally in the building cost. He noted that these costs were expected and the purpose of this loan is to spread out the cost over a 5-year time period.
- b. Mr. Harris explained that PTRC offered an RFP for the referenced installment loan in the amount of \$350,000 to BB&T; PNC; Capital Bank; Wells Fargo; High Point Bank; and Carolina Bank. PTRC received two bids on the installment loan to purchase low voltage wiring and other associated improvements to PTRC's new building located at 1398 Carrollton Crossing Drive, Kernersville, NC 27284. The bids received were as followed:
  - i. Capital Bank
    1. Interest rate: 1.97%
    2. Origination fee: \$1,750.00
    3. Prepayment penalty: none
    4. Payment schedule: \$6,200.00 per month for 60-months
  - ii. BB&T
    1. Interest rate: 1.97%
    2. Origination fee: none
    3. Prepayment penalty: 1%
    4. Payment schedule: \$74,190.80 per year
- c. Mr. Harris added that the recommendation is to accept the BB&T loan, saving \$654.00 in interest and \$1,750.00 in origination (closing) costs. The prepayment penalty will have no impact as PTRC does not intend to pay off early. ***(Signed copy of the resolution is attached on page 6)***
- d. Motion was made by Mr. Walter Marshall.
- e. Motion was seconded by Mr. Keith Volz.
- f. Request to enter into an agreement with BB&T for the Installment Loan for PTRC's new building was approved.

**6. Executive Director's report, Matt Reece, PTRC Administration and Member Services Director on behalf of Matthew Dolge, PTRC Executive Director**

- a. Mr. Reece gave the Executive Committee a timeline for PTRC's new building.
  - i. October 30, 2013: Construction complete
  - ii. November 11, 2013: Acceptance of building
  - iii. November 22, 2013: Systems (emails, phones, etc) will be down until Tuesday, November 26<sup>th</sup> at 8:30 a.m.
  - iv. The week of Thanksgiving (November 25-29) is PTRC's primary moving week
  - v. PTRC's first operational day for all staff is Monday, December 2, 2013
  - vi. The ribbon cutting ceremony will be at the December 18, 2013 Board of Delegates meeting

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- b. Mr. Reece thanked the Executive Committee for their patience during this transition.

**The Executive Committee meeting was adjourned at 12:28 p.m.**

Resolution Approving Financing Terms

**WHEREAS:** The Piedmont Triad Regional Council ("Council") has previously determined to undertake a project for low voltage wiring and other improvements (the "Project"), and the Finance Officer has now presented a proposal for the financing of such Project.

**BE IT THEREFORE RESOLVED,** as follows:

1. The Council hereby determines to finance the Project through Branch Banking and Trust Company ("BB&T"), in accordance with the proposal dated September 3, 2013. The amount financed shall not exceed \$350,000.00, the annual interest rate (in the absence of default or change in tax status) shall not exceed 1.97%, and the financing term shall not exceed five (5) years from closing.

2. All financing contracts and all related documents for the closing of the financing (the "Financing Documents") shall be consistent with the foregoing terms. All officers and employees of the Council are hereby authorized and directed to execute and deliver any Financing Documents, and to take all such further action as they may consider necessary or desirable, to carry out the financing of the Project as contemplated by the proposal and this resolution. The Financing Documents shall include a Financing Agreement and Deed of Trust and a Project Fund Agreement as BB&T may request.

3. The Finance Officer is hereby authorized and directed to hold executed copies of the Financing Documents until the conditions for the delivery of the Financing Documents have been completed to such officer's satisfaction. The Finance Officer is authorized to approve changes to any Financing Documents previously signed by Council officers or employees, provided that such changes shall not substantially alter the intent of such documents or certificates from the intent expressed in the forms executed by such officers. The Financing Documents shall be in such final forms as the Finance Officer shall approve, with the Finance Officer's release of any Financing Document for delivery constituting conclusive evidence of such officer's final approval of the Document's final form.

4. The Council shall not take or omit to take any action the taking or omission of which shall cause its interest payments on this financing to be includable in the gross income for federal income tax purposes of the registered owners of the interest payment obligations. The Council hereby designates its obligations to make principal and interest payments under the Financing Documents as "qualified tax-exempt obligations" for the purpose of Internal Revenue Code Section 265(b)(3).

5. The Council intends that the adoption of this resolution will be a declaration of the Council's official intent to reimburse expenditures for the project that is to be financed from the proceeds of the BB&T financing described above. The Council intends that funds that have been advanced, or that may be advanced, from the Council's general fund, or any other Council fund related to the project, for project costs may be reimbursed from the financing proceeds.

6. All prior actions of Council officers in furtherance of the purposes of this resolution are hereby ratified, approved and confirmed. All other resolutions (or parts thereof) in conflict with this resolution are hereby repealed, to the extent of the conflict. This resolution shall take effect immediately.

Approved this 4<sup>th</sup> day of September, 2013.

By: Daneel C. Fyfe  
Title: Chairman

By: [Signature]  
Title: EXECUTIVE DIRECTOR