

**MINUTES**  
**PTRC Executive Committee**  
**October 2, 2013**

**Members Present**

Commissioner Kevin Austin, Yadkin County  
Councilman Dillard Burnette, City of King  
Commissioner Sharon Conaway, Town of Walnut Cove  
Councilman Alvin Foster, Town of Yadkinville  
Vice Chairman Darrell Frye, Randolph County  
Chairman Nathaniel Hall, Caswell County  
Commissioner Paul Johnson, Surry County  
Mayor Bert Lance Stone, City of Archdale  
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 Bill Bencini, Guilford County  
Commissioner Jimmy Blake, Town of Biscoe  
Commissioner Zane Cardwell, Rockingham County  
Councilman Darryl Carter, City of Eden  
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 Ronnie Wall, City of Burlington

Chairman Darrell Frye welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. He requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

**1. Request for Approval of September 4, 2013 PTRC Executive Committee Minutes, Matthew Dolge, PTRC Executive Director**

- a. A motion was made and seconded.
- b. September 4, 2013 Executive Committee minutes were approved.

**2. Request to Approve Purchase of Exterior Signs for PTRC's New Building, Matthew Dolge, PTRC Executive Director**

- a. Mr. Dolge explained that PTRC was offered an RFP for the exterior and interior signage for the new building. PTRC received two bids on the RFP for the property located at 1398 Carrollton Crossing, Kernersville, NC.
- b. Mr. Dave Harris added that exterior signage would include two logo signs with fabricated aluminium and stud-mounted letters.
- c. Mr. Harris also added that there would be one logo on the front of the building and one on side (facing Highway 66).
- d. Bids were received from the following companies:
  - i. Ad Signs
    1. Exterior signage - \$18,667.00
    2. Interior signage – no bid
  - ii. Beeson
    1. Exterior signage - \$17,786.00
    2. Interior signage – no bid
  - iii. Burchett
    1. Exterior signage - \$14,389.00 (no permit or installation included). Letters are purchased from vendor are not inspected by Burchett.
    2. Interior signage - \$8,904.00
  - iv. Takeform
    1. Exterior signage - \$16,753.00
    2. Interior signage - \$8,904.00
- e. Mr. Dolge informed the Board that PTRC believes Takeform to be the most responsible lowest bidder. PTRC recommends Takeform to be awarded the contract for signage in the new building and that Chairman Frye be authorized to sign the contract on behalf of the PTRC.
- f. A motion was made by Ms. Molly Leight.
- g. Motion was seconded.
- h. Request for purchase of exterior signs for PTRC's new building was approved.

**3. Executive Director's Report, Matthew Dolge, PTRC Executive Director**

- a. Mr. Dolge briefly discussed PTRC's moving schedule.
  - i. November 15 – All office items, including files, supplies, etc. should be boxed and ready to move
  - ii. November 21 – 5:00 p.m. PTRC Greensboro and Winston-Salem offices close permanently. PTRC network goes down.
  - iii. November 26 – PTRC network back up at 8:30 a.m.
  - iv. November 25- 29 – Majority of staff take vacation/Thanksgiving holidays
  - v. December 2 – PTRC Kernersville facility open to staff and public
  - vi. December 4 - Executive Board meeting
  - vii. December 18 – Board of Delegates meeting
- b. Mr. Dolge reminded the Board that Grady Hunter Award nominations were due on November 1<sup>st</sup>.
- c. Lastly, Mr. Dolge thanked the Executive Committee for their patience and support during the move process.

**There being no other business or questions, Chairman Frye adjourned the meeting at 12:20 p.m.**