

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
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
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Wallburg
Walnut Cove
Wentworth
Winston-Salem
Yadkinville
Yanceyville



Piedmont Triad Regional Council Executive Committee

Agenda

Wednesday, September 6, 2017

12:00 noon

PTRC Headquarters
1398 Carrollton Crossing Drive
Kernersville, NC 27284

Item

Official

Lunch

Please note the 11:45 a.m. lunch start time and join us as you are able. RSVP to Katie Mitchell at (336)904-0345 or by email at kmitchell@ptrc.org.

Katie Mitchell

Program Assistant

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

Steve Yokeley

Vice Chair

B. Action Items

- | | |
|--|--|
| <p>1) Request for approval of June 7, 2017 PTRC Executive Committee Minutes (attachment)</p> | <p>Steve Yokeley
Vice Chair</p> |
| <p>2) Request for authorization to apply for \$50,000 In renewal funding from the Bob Barker Company Foundation</p> | <p>Matthew Dolge
Executive Director</p> |
| <p>3) Request for authorization to apply for \$150,000 In funding from the NC Department of Public Safety-Rehabilitative Programs and Services</p> | <p>Matthew Dolge
Executive Director</p> |
| <p>4) Report of officers meeting and request to establish a compensation guide for the position of Executive Director</p> | <p>Matt Reece
Assistant Director</p> |
| <p>5) Request to provide tuition assistance as an employee benefit</p> | <p>Matt Reece
Assistant Director</p> |
| <p>6) Request for authorization to apply for NC Division of Water Resources' 205(j) water quality grant</p> | <p>Cameron Colvin
Regional Planner</p> |
| <p>7) Request for approval to enter into contract and Associated match/cost share commitment with TJCOG as a sub-awardee of the CMAQ grant for \$49,690</p> | <p>Jesse Day
Planning Director</p> |

- 8) **Request for approval to enter into contract with the City of Asheboro up to \$23,700 in the current fiscal year** **Jesse Day**
Planning Director

C. Executive Director's Report **Matthew Dolge**
Executive Director

D. Old Business **Steve Yokeley**
Vice Chair

E. New Business **Steve Yokeley**
Vice Chair

F. Around the Region **Steve Yokeley**
Vice Chair
At this time, Board members are asked to discuss any upcoming events or informational items that pertain to their local government or region.

G. Chairman's Remarks and Announcements **Steve Yokeley**
Vice Chair

1) **PTRC Executive Committee Meeting**
Wednesday, October 4, 2017 11:45 a.m.
Piedmont Triad Regional Council
1398 Carrollton Crossing Drive
Kernersville, NC 27284

2) **PTRC Board of Delegates Meeting**
Wednesday, October 18, 2017 12:00
Triad Park , Shelter #6
9652 West Market Street
Kernersville, NC 27284

3) **2017 PTRC Meeting Dates** *(attached)*

H. Informational Items

- 1) **Business Investment Fund Update**
- 2) **CPTED Training Event** *(handout)*
- 3) **2017 Annual Grady Hunter Regional Excellence Award** *(attachment)*
- 4) **2017 Randall L. Billings Public Service Award** *(attachment)*

ACTION ITEM 2

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

TO: PTRC Executive Committee
FROM: Robin Howell, Criminal Justice Programs Director
DATE: September 6, 2017
RE: Request for authorization to apply for \$50,000 in renewal funding from the Bob Barker Company Foundation

The Criminal Justice Department requests authorization to apply for \$50,000 in grant funds from the Bob Barker Company Foundation, the community outreach division of the NC-based detention supplies producer. Funds will be used to support staff salaries, travel and general operating costs of the "Project Reentry" program.

The application for Bob Barker Company Foundation funding is due for submission September 15, 2017.

ACTION ITEM 3

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

TO: PTRC Executive Committee
FROM: Robin Howell, Criminal Justice Programs Director
DATE: September 6, 2017
RE: Request for authorization to apply for \$150,000 in funding from the NC Department of Public Safety-Rehabilitative Programs and Services

The Criminal Justice Department requests authorization to apply for \$150,000 in grant funds from the NC Department of Public Safety-Rehabilitative Programs and Services to support implementation of a Local Reentry Council under the "Project Reentry" program in Forsyth County. The Local Reentry Council will develop a formal resource network/referral system, provide support services and build advocacy for programming for former offenders and their families.

The NC Department of Public Safety-Rehabilitative Programs and Services will announce awards in late September, 2017.

ACTION ITEM 4

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

TO: PTRC Executive Committee
FROM: Matt Reece, Assistant Director
DATE: September 6, 2017
RE: Report of Officers meeting of August 2, 2017 and a request to establish a compensation guide for the position of Executive Director.

The Officers, including Chairman Nate Hall, Vice-Chairman Steve Yokeley, Treasurer Kevin Austin, and Secretary Jimmy Blake met on August 2, 2017. Immediate Past Chairman, Darrell Frye, had notified the Officers of a scheduling conflict in advance. Chairman Hall called the meeting to order shortly after noon and informed the Officers that a discussion of compensation for the position of Executive Director was needed. Nate Hall asked Matt Reece to present information related to compensation. Matt Reece presented the Executive Director Salary Review, see enclosed. The Officers discussed the information presented. The Officers directed Reece to prepare the following memorandum, a request to establish a compensation guide for the position of Executive Director. Having no further business, the Officers adjourned the meeting around 1:00pm.

The Board of Delegates approved a compensation plan and assignment of classes to grades that applies to all employees appointed by the Executive Director. A similar structure to provide guidance to the Board for making compensation decisions for the position of Executive Director is the recommendation. In the six years since merger the Executive Director's salary has only twice been adjusted and the salary is below the market average of the peer group.

The following structure and administration is recommended. This is a similar structure to that which applies to all other employees.

Minimum	Progression to Pay Target Developmental Increase	Pay Target
\$129,812	\$5,776	\$158,695
35 th 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. Developmental increases are applied as flat dollar amount and the value of that amount ranges from 4.45% at minimum, to 3.78% at pay target, and averages 4.10% over the calculated five increments.	Compensation goal with contingent upon performance. 85 th 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 exceptional and exceeds established criteria.

(Continued next page)

ACTION ITEM 4 CONTINUED

Annually, the Officers of Board, will confer and using this guideline prepare a specific recommendation for further consideration to adjust the salary of the Executive Director.

The Officers met on August 2, 2017, and recommend increasing the Executive Director's salary to \$142,930, an increase of 8.79%. Since the salary has not been adjusted since June 20, 2015, the equivalent of two developmental increases is recommended.

The Executive Director concurs and recommends the accepting the report from the Officers meeting of August 2, 2017 and adopting the compensation guide for the position.

ACTION ITEM 5

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

TO: PTRC Executive Committee
FROM: Matt Reece
DATE: September 6, 2017
RE: Request to provide tuition assistance as an employee benefit

PTRC is fortunate to have employees that are interested and engaged to improve themselves by furthering their education and developing skills. PTRC would prefer to be in a similar position as many of our member governments and offer our employees some level of tuition assistance. Some of the funding we receive from Federal and State sources allow for this expense. Therefore, the following policy regarding tuition assistance is being presented.

Tuition Assistance Benefit

A full-time, regular employee rated as an independent operator within PTRC's performance appraisal system may apply for tuition reimbursement to complete formal education taken during non-work time which is expected to improve job skills.

Requests for tuition assistance shall be submitted to the department head and presented for approval to the Executive Director prior to class registration. An employee may be reimbursed for eligible expenses, including tuition and books, for up to one class per academic semester or quarter. Fees are not eligible for reimbursement due to OMB regulations. Requests must be made for each class, session or semester where expense reimbursement is desired. Approval is subject to the availability of departmental funds. Satisfactory completion (achieving a grade of at least "C" or its equivalent) of the class is required for reimbursement, and the employee must commit to remain in the employment of the PTRC for a period of six months following the end of the class. Should an employee leave employment before fulfilling that commitment, he or she must reimburse the PTRC for the cost of any tuition assistance paid, including tuition and books. The employee must present satisfactory documentation of expenses and grade achievement to receive reimbursement. Prior authorization may be obtained through email documentation with an estimate of expenses presented. Approval is contingent on availability of specifically designed budget funds as allowable by programs and grants and financial practice.

The Executive Director concurs with this presented policy and recommends it for consideration of approval.

ACTION ITEM 6

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Cameron Colvin, Regional Planner I
DATE: September 6, 2017
RE: Request for authorization to apply for NC Division of Water Resources' 205(j) water quality planning grant

The PTRC Planning Department has utilized NCDWR 205(j) grants as a critical component of its annual budgets to support local, regional, and superregional water quality planning, restoration, and outreach work. The 205(j) grant proposals for this upcoming year must be received by September 8th, 2017. The PTRC Planning Department is currently engaged in conversations to be an applicant for two (2) projects valued at up to a total of \$100,000 for this coming grant cycle. The two (2) proposed project would directly serve the communities of the Towns of Madison and Mayodan, as well as the entire Upper Yadkin River Basin, which includes the Counties of Surry, Stokes, Yadkin, Forsyth, Davie, Davidson, Randolph, and Montgomery.

205(j) grants do not require any cost share for the agreement, however, in-kind match will be provided by project partners. Public Works staffs from the Towns of Madison and Mayodan will accompany PTRC staff and assist in the collection of stormwater infrastructure data collection. Additional included match will be provided by the Yadkin Riverkeeper as part of a grant from the National Fish & Wildlife Foundation in order to assemble a stakeholder group and assess nonpoint source pollutants for the High Rock Lake watershed.

ACTION REQUESTED:

The PTRC Planning Department requests that the Executive Committee authorize staff to apply for two (2) 205 (j) planning grants from the NC Division of Water Resources totaling up to \$100,000.

ACTION ITEM 7

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse B. Day, Regional Planning Director
DATE: September 6, 2017
RE: Passenger Rail Promotion CMAQ project

The Planning Department requests to enter into a local project agreement with Triangle J Council of Governments, Centralina Council of Governments for FFY 2018 and 2019 for a Regional Passenger Rail Promotion CMAQ project. Triangle J COG is the recipient of the funds and will manage the project. The attached information gives details about the award, project partners and funding contact at NCDOT.

Project Purpose:

“Regional Emissions Reductions with Passenger Rail Promotion” for Regional Congestion Mitigation Air Quality funding. Given the extensive work being done by NCDOT to improve the passenger rail infrastructure throughout the State of North Carolina, CMAQ funding will be used in the Triangle, Triad and Greater Charlotte regions of the state working collaboratively to develop and implement a program to encourage passenger rail use along the corridor linking these regions.

Piedmont Triad Regional Council Sub-Award:	\$39,752
PTRC Cost Share:	\$9,938
Total:	<u>\$49,690</u>

Scope Elements:

1. Collaboration and Partnerships
2. Identify Target Audiences
3. Develop Marketing Campaign
4. Public Education and Training
5. Mass-media and Outreach
6. Walkability/Bikeability Audits and Training

ACTION REQUESTED:

Request for approval to enter into contract and associated match/cost share commitment with TJCOG as a sub-awardee of the CMAQ grant for \$49,690.

ACTION ITEM 7 CONTINUED



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

	FFY2018											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Contracting												
Collaboration & Partnerships												
Identification of Target Audiences												
Creation of Marketing Campaign												
Promotion of Rail via Media and Outreach												
Public Education												
Walkability/ Bikeability Audits												
Walkability/ Bikeability Training												
Reporting												
	FFY2019											
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Promotion of Rail via Media and Outreach												
Public Education												
Walkability/ Bikeability Audits												
Walkability/ Bikeability Training												
Reporting												

Funding Request:

Passenger Rail Promotion Budget	Total	CMAQ Requests	Cost Share
Salaries & Fringe			
Triangle J Council of Governments	\$ 77,876	\$62,301	\$15,575
Piedmont Triad Regional Council	\$ 49,690	\$ 39,752	\$ 9,938
Centralina Council of Governments	\$ 72,354	\$ 57,883	\$14,471
Total	\$199,920	\$159,936	\$ 39,984
Marketing & Promotion			
Marketing and Promotional Purchases	\$ 300,000	\$240,000	\$60,000
Supplies			
Office and Meeting Supplies	\$ 6,000	\$ 4,800	\$1,200
Travel			
Local travel for events and meetings	\$ 6,000	\$ 4,800	\$1,200
Indirect			
	\$110,871	\$88,696	\$22,174
Project Total	\$622,790	\$498,232	\$124,558

4307 Emperor Boulevard, Suite 110
 Durham, NC 27703
 919.549.0551

www.tjcog.org
 @TJCOGnc
 @TJCOG

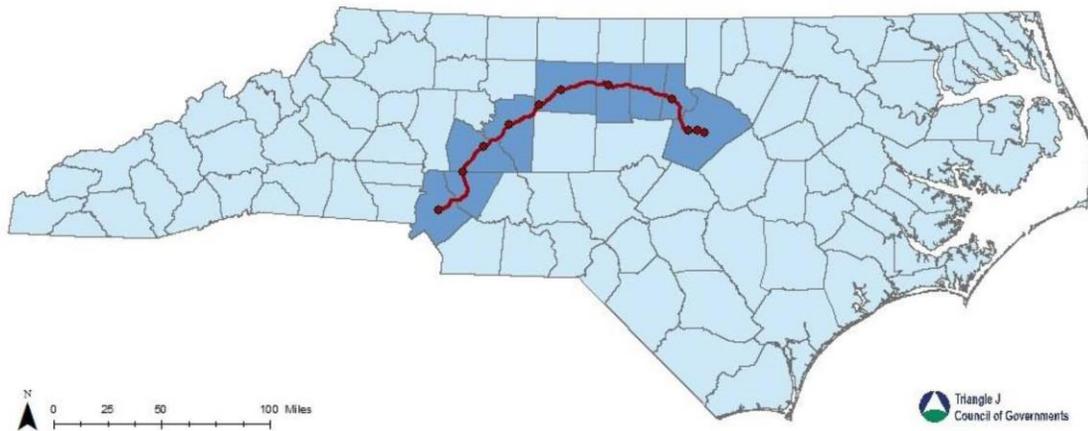
ACTION ITEM 7 CONTINUED



TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

Appendix B: Map of Project Location



4307 Emperor Boulevard, Suite 110
Durham, NC 27703
919.549.0551

www.tjcog.org
 @TJCOGnc
 @TJCOG

ACTION ITEM 8

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

TO: Executive Committee, Piedmont Triad Regional Council
FROM: Jesse B. Day, Regional Planning Director
DATE: September 6, 2017
RE: Grant Administration Services for Asheboro Fibertex Project

The Planning Department requests to enter into contract with the City of Asheboro to support grant applications, administration, procurement and compliance for a CDBG Economic Development Project in Asheboro for the Fibertex company. The work will begin immediately, with the multiple grants expected to close in September 2021. Primary outcomes will involve seeking and administering multiple funding sources (e.g. CDBG, NCRR and NCDOT) to construct rail infrastructure to the project site.

Project Scope:

PTRC Grant Administration Services:	\$1,800/mth x 9 months
Environmental Services and Documentation:	\$7,500
Not to Exceed Current Fiscal Year:	<u>\$23,700</u>

The actual contract amount may vary and the actual amount will be reconciled quarterly to reflect actual costs and actual time spent. Additional work will be completed in future fiscal years and will be considered at a future meeting.

ACTION REQUESTED:

Request for approval to enter into contract with the City of Asheboro up to \$23,700 in the current fiscal year.

ACTION ITEM 8 CONTINUED

August 28, 2017

Mr. John N. Ogburn III, City Manager
146 N. Church St
PO Box 1106
Asheboro, NC 27204

Dear Mr. Ogburn:

Thank you for asking the Piedmont Triad Regional Council (PTRC) to provide this proposal for assisting the City of Asheboro in grant administration support. This support proposal outlines PTRC's experience and qualifications to assist with Asheboro's needs.

The PTRC has acted as a contractor and grant administrator for counties to receive state and federal funding since 1968. These services were focused in Stokes, Surry, Yadkin, Forsyth, Davidson and Davie, counties. The merger of NWPCOG and PTCOG in 2011 positioned PTRC to serve all twelve counties with grant and housing services.

The PTRC is a grantee and administrator for multiple complex state and federally funded programs including CDBG, NCHFA and economic development related programs.

Recent Grant Programs within the PTRC boundaries:

- Completed Asheboro NCHFA Urgent Repair Grant 2015-2016
- Deep River Trail Task Force
- Stormwater SMART Education Programming
- CDBG Funded Triad Tomorrow Grants for Surry and Montgomery Counties
- 2012 CDBG Scattered Site Rehab Randolph County
- 2012 CDBG Scattered Site Rehab Davidson County
- 2011 CDBG-Recovery Grant Mebane
- 2011 CDBG Scattered Site Rehab Surry County
- EDA/GoldenLEAF Revolving Loan Program
- Grantee/Administer for housing rehab grants in 9 of 12 counties, including current NCHFA funded Randolph County Essential Single Family Rehab.
- Section 8 Voucher program - Surry, Stokes, Yadkin, Davie
- HOME Program administration – Surry, Stokes, Yadkin, Davie

ACTION ITEM 8 CONTINUED

PTRC has 30 plus years of HUD and related federal/state oversight experience, which includes CDBG entitlement grant experience, including the HOME Program and OMB compliance responsibility. The PTRC construction management staff has over 25 years of construction management and grant management experience in HOME and CDBG rehabilitation/new construction programs.

The PTRC also provides technical, construction management, and administrative support to local and county grantees who receive federal funding from HUD. The PTRC prepares documents for submission to HUD such as the annual consolidated plan, performance reports, environmental review records, and analysis of impediments to fair housing. This work is completed on a regional level. PTRC has existing relationships with the Greensboro HUD State office, NC Commerce and NCDOT.

Preparation of Grant Documents

- Consolidated Plans
- Annual Action Plans
- Environmental Review Records/EA
- Grant Performance Reports
- Analysis of Impediments to Fair Housing (the Piedmont Together Regional AI)
- Preparation of funding applications
- Procurement of general contractor and engineering services
- Bid Documentation Preparation
- Progress Payment Management
- Application Development

Technical Support

- Policy and Regulatory Research and Review
- Program Guidelines
- Underwriting CDBG Economic Development Activities
- Sub recipient Agreements
- Construction management
- Economic Development
- Community Housing Development Organization Services
- Sub recipient Monitoring Strategies
- Funding HOME Rental Housing Activities and Monitoring long term compliance
- Advertising and Public Hearings
- Labor Standards Davis-Bacon Compliance and Reporting

ACTION ITEM 8 CONTINUED

Proposed Scope of Work

1. Coordinate with and respond to requests from funding agencies and local government pertaining to funding requirements, application needs, etc.
2. Ensure public hearings and advertising requirements are satisfied for grant submissions.
3. Review existing policies to ensure grant compliance and develop new policies that are required as part of the grant contracting process.
4. Assist with procurement of engineering services for the Environmental Review, Engineer's Report and final cost estimate and following award, procurement of engineering services for final plan development, bid document, preparation, advertisement, review, and construction administration.
5. Development of any grant applications and assist with financial reporting and documentation to ensure grant requirements are satisfied following award.
6. Provide the contracted engineer managing the project with administrative support including assistance with ensuring appropriate WBE/MBE solicitations, Davis Bacon wages, and other federal and state record-keeping/reporting requirements.
7. Provide regular written and in person update through the project development and roll out.

The proposed cost of services is \$1,800 per month based on an average of 24 hours a month at \$75 an hour anticipated September 2017 through September 2021 or until project completion and grant close-out. An additional cost for the Environmental Assessment (EA) and associated wetland delineation will be a lump sum of \$7,500, which will be completed by a qualified firm. The proposed costs are to be reconciled and adjusted quarterly as necessary.

Thank you for this opportunity to provide service to your local government. If you have any questions, please do not hesitate to give me a call at (336) 904-0300. If agreeable to the terms, please sign and return a copy of this contract letter.

Sincerely,

Matthew Dolge, Executive Director

John N. Ogburn III
Asheboro City Manager

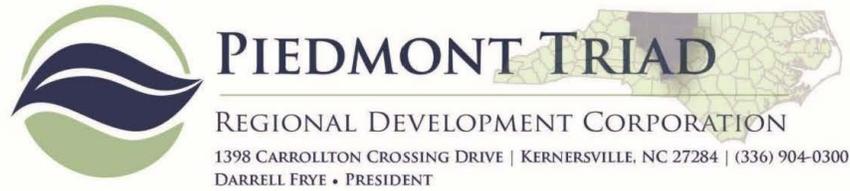
Date

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act

Deborah P. Reaves
Finance Director

Date

Informational Item 1



**FOR IMMEDIATE RELEASE
AUGUST 30, 2017**

Contact: Matthew Dolge
336-904-0300
mdolge@ptrc.org

U.S. Department of Commerce Invests \$1 Million to Match Golden LEAF Foundation \$1 Million Investment to Establish a *Business Investment Fund* in North Carolina's Piedmont Triad Region

KERNERSVILLE – N.C. On Tuesday August 28th 2017 U.S. Secretary of Commerce Wilbur Ross announced that the Department's Economic Development Administration (EDA) has awarded a \$1 million grant to the Piedmont Triad Regional Development Corporation of Kernersville, North Carolina, as match to Golden LEAF funding to establish a Revolving Loan Fund (RLF) that will provide small business loans across the 12-county Piedmont Triad Region.

"We commend the Piedmont Triad Regional Development Corporation for their focus on aiding small businesses, allowing for better access to the capital they need to grow and thrive," said Secretary of Commerce Wilbur Ross. "The efforts of local leaders have ensured that the new Revolving Loan Fund will be a catalyst for starting and expanding small and medium-sized businesses in the Piedmont region."

The total investment of \$2 million provides capital for the Piedmont Triad Regional Development Corporation's *Business Investment Fund* – an effort to bridge the gap for businesses of all sizes in the Piedmont Triad. "The Business Investment Fund will provide a much needed service for the entrepreneurial and innovative community," said Piedmont Triad Regional Council Executive Director Matthew Dolge. "The investments by the EDA and Golden LEAF Foundation provide the capacity to stimulate business development, create employment opportunities, encourage community engagements, and improve living conditions for residents throughout the region."

Financing through the Business Investment Fund is available for most business needs including: inventory, equipment, machinery, intellectual property, and other fixed assets. Typical loans will range from \$200,000 to \$600,000 – other amounts higher or lower may be eligible and will be decided on a case by case basis.

"The Golden LEAF Foundation is pleased to join with the EDA to support the business investment fund," said Dan Gerlach, Golden LEAF President. "The fund is truly a regional project that will help address quality job creation through the provision of capital to a wide range of businesses and redevelopment in 12 counties that expressed their strong support for this initiative."

About Golden LEAF

The Golden LEAF Foundation is a nonprofit organization established in 1999 to help transform North Carolina's economy. The Foundation receives a portion of North Carolina's funds from the 1998 Master Settlement Agreement with cigarette manufacturers and places special emphasis on assisting tobacco-dependent, economically distressed and/or rural communities across the state. The Golden LEAF Foundation works in partnership with governmental entities, educational institutions, economic development organizations and nonprofits to achieve its mission. The foundation has awarded 1,507 grants worth over \$755 million since its inception. To learn more about applying for a grant, visit www.goldenleaf.org or call 888.684.8404

About the Piedmont Triad Regional Development Corporation (www.ptrc.org)

The Piedmont Triad Regional Development Corporation (PTRDC) is a 501(c)(3) nonprofit organization tasked with implementing activities that further economic development and social welfare in the twelve-county Piedmont Triad Region. The PTRDC is an EDA designated Economic Development District (EDD) that promotes economic development and job creation by carrying out community and economic initiatives available to local governments and small businesses.

Meeting Dates 2017

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12:00 noon

PTRC Executive Committee 1 st Wednesday	PTRC Board of Delegates 3 rd Wednesday
January - none	January - none
February 1, 2017	February 15, 2017 - cancelled
March 1, 2017	March - none
April 5, 2017	April 19, 2017
May 3, 2017	May - none
June 7, 2017	June 21, 2017
July - none	July - none
August 2, 2017 - cancelled	August 16, 2017
September 6, 2017	September - none
October 4, 2017	October 18, 2017
November 1, 2017	November - none
December 6, 2017	December 20, 2017