



Piedmont Triad Regional Council Board of Delegates Agenda

Wednesday, August 21, 2013
12:00 noon

Paul J. Ceiner Botanical Gardens
215 South Main Street Kernersville, NC

MEMBERS

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

Municipalities
Archdale
Asheboro
Bermuda Run
Bethania
Biscoe
Boonville
Burlington
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
Staley
Stokesdale
Stoneville
Summerfield
Thomasville
Tobaccoville
Trinity
Troy
Village of Alamance
Walkertown
Walnut Cove
Wentworth
Whitsett
Winston-Salem
Yadkinville
Yanceyville

Item

Lunch

Please note the 11:45 a.m. start time and join us as you are able. RSVP to Cassidy Norris at (336) 761-2111 (ext. 4128) or by email at cnorris@ptrc.org. The Board of Delegates RSVP telephone line may also be used at (336) 608-3577.

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

B. Consent Agenda

- 1) Request for approval of June 19, 2013 PTRC Board of Delegates Minutes (attachment)
- 2) Request for authorization to apply for \$30,000 in grant funds from the Winston-Salem Foundation's Women's Fund
- 3) PTRC AAA request for authorization to apply for \$90,000 and if awarded, enter into contract with the North Carolina Division of Aging and Adult Services for Local Contact Agency Funding for the Period of July 1, 2013 to September 20, 2014
- 4) PTRC AAA request for authorization to apply for \$46,215 and if awarded, enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008 (MIPPA), funding for the period of October 1, 2013 to September 20, 2014
- 5) Request for approval of Landscape Contract with Larmore Landscape
- 6) Request for approval of Moving Contract with Facility Services
- 7) Request for approval of Low voltage Contract with AV Solutions
- 8) Incentive Bonus for early completion of PTRC Office

Official

Cassidy Norris
Program Assistant

Darrell Frye
Chair

Darrell Frye
Chair

Robin Howell
Criminal Justice
Programs Director

Matthew Dolge
Executive Director

Matthew Dolge
Executive Director

Matthew Dolge
Executive Director

Matthew Dolge
Executive Director

Matthew Dolge
Executive Director

Matthew Dolge
Executive Director

9) **Request for authorization to adopt the Records Retention and Disposition Schedule for Regional Councils**

Matthew Dolge
Executive Director

C. Presentations

1) **Smart Math and Placemaking**

**Joe Minicozzi &
Charles Marohn**

2) **"Focus on Members - City of Winston-Salem"**

Derwick Paige
*Assistant City
Manager*

D. Executive Director's Report

Matthew Dolge
Executive Director

1) **Introduction of Management Services Staff**

E. Old Business

Darrell Frye
Chair

F. New Business

Darrell Frye
Chair

G. Informational Items

Matthew Dolge
Executive Director

1) **Building Update**

H. 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.

Darrell Frye
Chair

I. Chairman's Remarks and Announcements

Darrell Frye
Chair

- 1) **PTRC Executive Committee Meeting**
Wednesday, September 4, 2013, 11:45 a.m.
Paul J. Ceiner Botanical Gardens
- 2) **PTRC Board of Delegates Meeting**
Wednesday, October 16, 2013, 11:45 a.m.
Paul J. Ceiner Botanical Gardens
- 3) **2014 PTRC Meeting Dates** *(attached)*
- 4) **2013 PTRC Meeting Dates** *(attached)*

J. Adjournment

Darrell Frye
Chair

MINUTES

PTRC Board of Delegates Meeting

June 19, 2013

Members Present:

Councilman Wayne Atkins, Town of Dobson
Commissioner Kevin Austin, Yadkin County
Mayor Joe Bennett, City of Thomasville
Mayor Carlton Boyles, City of Trinity
Commissioner Gene Brannon, Town of Yadkinville
Mayor Mark Brown, Town of Summerfield
Councilman Frank Bruno, Town of Stokesdale
Councilman Dillard Burnette, City of King
Councilwoman Mary Cameron, Village of Clemmons
Commissioner Zane Cardwell, Rockingham County
Mayor James Cardwell, Town of Mayodan
Councilman Darryl Carter, City of Eden
Mayor Terry Caviness, Town of Liberty
Commissioner Sharon Conaway, Town of Walnut Cove
Mayor Perry Conner, Town of Franklinville
Councilman Alvin Foster, Town of Yanceyville
Vice Chairman Darrell Frye, Randolph County
Councilwoman Carissa Graves, Town of Green Level
Commissioner Nathaniel Hall, Caswell County
Mayor Pro Tem Roger Howerton, Town of Oak Ridge
Commissioner Paul Johnson, Surry County
Alderswoman Dana Jones, Town of Kernersville
Commissioner Walter Marshall, Forsyth County
Commissioner Linda Massey, Alamance County
Councilman John McDermon, Town of Rural Hall
Mayor Billy McHone, Village of Tobaccoville
Commissioner Wayne Moore, Town of Jonesville
Chair Jackie Morris, Montgomery County
Alderman John Peterson, Town of Elon
Mayor Pro Tem Patty Philipps, City of Mebane
Mayor Dan Pugh, Town of Lewisville
Commissioner Terry Renegar, Davie County
Mayor Pro Tem Naydine Sharpe
Mayor Earl Sheppard, Town of Pilot Mountain
Mayor Bernita Sims, City of High Point
Councilman Jerry Smith, Town of Stoneville
Councilwoman Sue Stephens, Town of Midway
Commissioner Don Truell, Davidson County
Mayor Keith Volz, Town of Jamestown
Mayor Ronnie Wall, City of Burlington
Mayor Pro Tem Steve Yokeley

Mayor Buddy Boggs, Town of Haw River
Alderman Mike Dawkins, City of Randleman
Mayor James Festerman, City of Reidsville
Alderman Art Gwaltney, Town of Madison
Mayor Allen Hale, Town of Seagrove
Mayor Lestine Hutchens, Town of Elkin
Mayor Pro Tem Yvonne Johnson, City of Greensboro
Commissioner Ernest Lankford, Stokes County
Mayor Bert Lance Stone, City of Archdale
Commissioner Peggy Leight, Town of Walkertown
Councilwoman Michelle Leonard, Town of Bethania
Mayor Pro Tem Will Marklin, Town of Mocksville
Mayor Scotty Morris, Town of Denton
Councilman Dennis Paschal, Town of Wentworth
Councilman E. Lewis Phillips, City of Lexington
Mayor Kenneth Rethmeier, Town of Bermuda Run
Commissioner Steve Rollins, Town of Staley
Mayor Lynn Rumley, Town of Cooleemee
Mayor Danny Shaw, Town of Ramseur
Mayor David Smith, City of Asheboro
Mayor Carla Strickland, Town of Pleasant Garden
Commissioner Laurence Todd, Town of East Bend
Councilman Chip Turner, City of Graham
Commissioner Chris Watkins, Town of Troy
Councilwoman Cindy Wheeler, Town of Whitsett
Mayor Janet Whitt, Town of Danbury
Mayor Leonard Williams, Town of Gibsonville

Members Absent:

Commissioner William Baity, Town of Boonville
Commissioner Bill Bencini, Guilford County
Councilman James Blake, Town of Biscoe

CONSENT ITEM #1

Chair Darrell Frye welcomed the PTRC Board of Delegates. Chairman Frye then congratulated the City of Thomasville for receiving an award for being an "All-American City". Only ten cities in the nation made it to the top ten.

Chairman Frye proceeded by announcing to the Board that Delegate Linda Massey had fallen and broken her leg. Positive thoughts her way would be appreciated. He also noted that delegate Ronnie Wall's mother was in the hospital and that delegate Lynn Rumley was ill. Chairman Frye concluded by requesting a moment of silence. He then led the Board in the Pledge of Allegiance.

The meeting was called to order.

PUBLIC HEARING:

Chairman Frye opened the Public Hearing on the PTRC Final Budget Revision for FY 2012-2013 and the PTRC FY 2013-2014 Budget. There was no one from the public present. The public hearing was closed.

1. Request for approval of the PTRC Final Budget Revision for FY 2012-2013, Matthew Dolge, PTRC Executive Director

- a. Chairman Frye stated that we would move Action Item #2 and #3 to the beginning for the purposes of the public hearing. Action Item #3 was then brought to the floor.
- b. Mr. Dolge presented the revised Total Budget, the revised Budget Ordinance, and an Analysis of the Change.
- c. Mr. Jackie Morris made a motion to approve.
- d. Mr. Keith Volz seconded the motion.
- e. PTRC Final Budget Revision for FY 2012-2013 was approved.
**See below attachments (p.4-7) regarding the FY 2012-2013 Final Budget Revision*

**PIEDMONT TRIAD REGIONAL
COUNCIL BUDGET ORDINANCE
2012-2013**

**May
29,
2013**

Be it ordained by the Piedmont Triad Regional Council (PTRC):

Section 1. The following amounts are hereby appropriated in the General Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

CONSENT ITEM #1

General / Council and Kernersville Building Project

\$470,053

TOTAL GENERAL FUND APPROPRIATION

\$

470,053

Section 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Fund Balance	\$300,000
COG Dues	\$165,053
Interest	\$5,000
 TOTAL GENERAL FUND ESTIMATED REVENUES	 \$470,053

Section 3. The following amounts are hereby appropriated in the Special Revenue Fund - Grant Project Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Appalachian Regional Commission 302(a)	\$200,818
NC Dept of Adm./State Eco. Dev. Funds	\$28,544
Aging & Home & Community Care Block Grant	\$12,900,77
Section 8 Housing Assistance Programs	\$3,951,484
NC Dept of Commerce/ ARC Hous,Water,Tech TA,Weatherization,CDBG	\$1,698,707
HOME, SFR, Urgent Repair	\$133,362
NC Dept of Transportation/ Rural Transportation Planning	\$407,070
Corporation for National Service (RSVP) and New Freedom	\$115,916
Crime Control / Pre-Trial Projects / Re-entry Projects	\$1,035,132
NC Dept of Environment and Natural Resources / Water Projects	\$193,674
HUD-PART Sustainability and PATH	\$641,708
Workforce Investment Act / Service Corp/Economic Stimulus	\$6,417,913

TOTAL GRANT PROJECT APPROPRIATION \$ 27,725,101

Section 4. It is estimated that the following revenues will be available in the Special Projects Fund - Grant Project Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Federal Grants	\$ 20,164,890
State Grants	\$ 6,932,431
Appropriated Fund Balance	\$ 156,671
Dues	\$ 411,666
Interest	\$ 1,000
Local Projects & Fees	\$ 58,443
TOTAL GRANT PROJECT ESTIMATED REVENUES	\$ 27,725,101

Section 5. The following amounts are hereby appropriated in the Special Revenue Fund- Local Projects Fund for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and

CONSENT ITEM #1

ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Northwest Piedmont Development Corp	\$ 140,000
Upper Cape Fear	\$ 125,000
Misc. Criminal Justice Programs	\$ 607,563
Aging Local Projects	\$ 129,500
GIS / Water Local Projects	\$ 105,710
WFD Local Projects	\$ 358,890
Local Technical Assistance Projects -	\$ 185,626
Local Technical Assistance Projects - Planning	\$ 233,398
Housing Local Projects	\$ 8,000
Misc. Local Projects	\$ 284,740
TOTAL LOCAL PROJECTS APPROPRIATION	\$ 2,178,427

Section 6. It is estimated that the following revenues will be available in the Special Revenue Fund -

Local Projects Fund for the fiscal year beginning July 1, 2012 and ending June 30, 2013:	
APPROPRIATED FUND BALANCE	\$ -
COG DUES and INTEREST	\$ 119,986
LOCAL PROJECT FUND FEES	\$ 2,058,441
TOTAL LOCAL PROJECT ESTIMATED REVENUES	\$ 2,178,427

TOTAL APPROPRIATIONS **\$ 30,373,581**

Section 7: The Executive Director is hereby authorized to transfer appropriations as contained herein under the following conditions:

a. He may transfer amounts between line item expenditures within a grant without **limitation and without a report being required.**

Section 8. The following amounts are hereby appropriated in the Capital Projects Fund Kernersville Building for the operation of PTRC and its activities for the fiscal year beginning July 1, 2012 and ending June 30, 2013 in accordance with the Chart of Accounts heretofore established for PTRC:

Land and Building \$ 3,690,000

Section 9. It is estimated that the following revenues will be available in the Capital Projects Fund Kernersville Building for the fiscal year beginning July 1, 2012 and ending June 30, 2013:

Loan Proceeds \$ 3,690,000

ANALYSIS OF PTRC 6/30/2013 BUDGET

7/1/12 to 6/30/13 Revised Budget As of 12/05/12	Increase / (Decrease)	As of 05/29/13	7/1/12 to 6/30/13 Revised Budget
FUND 001			
Appalachian Regional Commission 302(a)	200,818	-	200,818
NC Dept of Adm./State Eco. Dev. Funds	28,544	-	28,544
Aging & Home & Community Care Block Grant	12,635,560	265,213	12,900,773
Section 8 Housing Assistance Programs	4,254,484	(303,000)	3,951,484

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NC Dept of Commerce/ ARC Hous, Water, Tech TA, Weatherization, CDB G	1,587,082	111,625	1,698,707
HOME, SFR, Urgent Repair	64,362	69,000	133,362
NC Dept of Transportation/ Rural Transportation Planning Corporation for National Service (RSVP) and New Freedom	407,070	-	407,070
Crime Control / Pre-Trial Projects / Re-entry Projects	1,030,730	4,402	1,035,132
NC Dept of Environment and Natural Resources / Water Projects	173,492	20,182	193,674
HUD-PART Sustainability and PATH Workforce Investment Act / Service Corp/Economic Stimulus	641,708	-	641,708
	6,308,913	109,000	6,417,913
			FUND 002
Northwest Piedmont Development Corp	140,000	-	140,000
Upper Cape Fear	118,600	6,400	125,000
Misc. Criminal Justice Programs	599,397	8,166	607,563
Aging Local Projects	127,500	2,000	129,500
GIS / Water Local Projects	105,710	-	105,710
WFD Local Projects	358,494	396	358,890
Local Technical Assistance Projects -	140,426	45,200	185,626
Local Technical Assistance Projects - Planning	221,251	12,147	233,398
Housing Local Projects	8,000	-	8,000
Misc. Local Projects	121,740	163,000	284,740
			FUND 003
General / Council	\$613,157	(\$143,104)	\$470,053
TOTALS for Fund 001, 002, and 003	30,035,089	338,492	30,373,581
			FUND 005
Capital Projects - Kernersville Building	0	\$3,690,000	3,690,000

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2. Request for authorization to approve the PTRC FY 2013-2014 Budget, Matthew Dolge, PTRC Executive Director

a. Revenues

- i. Budgeted Revenues will increase significantly for 2013-2014. Post-merger opportunities continue. These new revenue streams are helping PTRC offset the impacts of budget cuts to federal programs. Sequestration impacted the current year in Aging services and will trim \$400,000 from the block grant program next year. Though sequestration did not impact housing in the current budget, it will decrease allocations in Section 8 and the HOME programs in the coming year.

b. Revenue Sources: Growth across the board in most programs.

- i. The Area Agency on Aging
 1. Facing contraction.
 2. Entering into a \$200,000 contract to strengthen the Community Care Network's contacts with local service providers and reduce hospital readmissions.
 3. The Senate budget will impact the Community Care Block Grant.
- ii. The Housing Department
 1. Adding multiple contracts with members for over a half dozen new rehabilitation programs.
 2. Single family rehab, emergency repair, and CDBG.
 3. Possible contracts with Greensboro and High Point.
- iii. The Criminal Justice Department
 1. Continuing pre-trial release and post detention services.
 2. Added several counties under the new TECS program instituted by the state.
- iv. Weatherization Department
 1. Program began this year and will produce over \$1 million in benefits to the region in fiscal year 2013-2014.
- v. Planning Department
 1. Continuing the Piedmont Together and North Carolina Tomorrow projects
 2. Added a brownfields program, which will access over \$60,000 to assist members as they bring discarded commercial and industrial sites back to life.
- vi. Workforce Development
 1. Continued to see revenue growth.

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2. Will see an additional \$500,000 in revenue to begin the new budget year.
- c. Expenditures
 - i. Programming continues to evolve under combined organization: Expenditures follow several new programs.
 1. TECS Program is reimbursed per participant.
 2. Weatherization increases to over 300 units.
 3. Housing continues to expand into the Eastern Triad.
 4. Workforce will have additional duties under new state design.
 5. Brownfields program Building from Triad Together and Focused on Reinvestment in Closed Sites.
 - d. Items of Interest
 - i. Small Business Loan Program continues to operate at a deficit.
 - ii. Continued additions to programming will require additional finance staff.
 - iii. Succession planning in Workforce Development.
 - iv. Planning initiatives in Water Resources.
 - v. There will be additional costs for the new building that will be addressed as the year progress.
 - vi. The cash injection in the building will come out of fund balance during 2013-2014.
 - e. Dues Rate
 - a. Dues paid by member governments provide necessary match for aging programs and planning initiatives, as well as general operation and support for the Board of Delegates. The current dues rate is \$.21 per capita with a minimum rate of \$550 to cover the basic costs of membership. The match needs have not increased and the requested dues structure for the coming fiscal year is unchanged.
 - f. Personnel Costs
 - i. Personnel costs are slightly lower than projected due to conservative projections and staff turnover during the year. Some funding cuts have been absorbed by leaving vacant positions open, eliminating positions, and re-evaluating our personnel needs on a regular basis. Our budgeted personnel costs are \$213,077 below the current fiscal years.

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- a. All employees are now within the starting levels for their positions in the pay and classification system adopted by the board at the time of the merger. Compression at the bottom of pay grades is still an issue, but the recommended budget moves all employees toward their pay rate over a ten year period with satisfactory performance.
- b. Succession planning in the workforce program is ongoing. One additional assistant director is included in this budget.
- c. A one-time merit payment not to exceed 3% and not as an increase to salary is included in the budget.
- g. Indirect and Fringe Benefit Rates
 - i. HRA system continues to pay dividends for the organization and its employees. By raising the deductibles, we lower our costs to our primary provider (BCBSNC).
 - ii. An increase was anticipated this year – The provider’s rate quote this year includes a 7% increase. This increase was small enough that the staff decided not to request bids from other insurers. Even with the increase, PTRC is still paying less now prior to the merge with an increased level of coverage.
 - iii. Based on the total benefit offering the fringe benefit rate is increasing slightly this year from 29% to 29.5%. This is still a substantially lower rate than pre-merger levels.
 - iv. The indirect rate is remaining steady at 40.5%.
 - v. Indirect costs are the general overhead expenses for the regional council. Consolidation of office space and the requisite support structures to run an office will generate savings in the coming year and beyond. Many of the costs associated with the office consolidation, such as moving, furnishing, and wiring the new offices are included in the indirect rate for this year. These are one-time expenses.
- h. Motion was made by Mr. Dan Pugh.
- i. Motion was seconded by Ms. Patty Philipps.
- j. Request for authorization to approve the PTRC FY 2013-2014 Budget was approved.

3. Focus on Members – Montgomery County, Matthew Woodard, Montgomery County City Manager

CONSENT ITEM #1

- a. Mr. Woodard introduced himself and Ms. Ashley Cagle, EDC Director for Montgomery County. He described Montgomery County as the “best place to raise pine trees and children,” and a place for “Golden Opportunities.”
- b. He then described some of the activities offered in the county, such as:
 - i. Hiking, golfing, boating, and off-roading
 - ii. Visiting the 40,000 acres of forest land in the Uwharrie National Forest. Montgomery County is mostly comprised of this Forest.
 - iii. Horseback riding – Montgomery County is the number 2 location in the United States for equestrian activities
 - iv. More than 90,000 people visit annually.
- c. Mr. Woodard then presented other accomplishments about Montgomery County and a few quick facts, including the towns in the county, aseptic food processing, the Aberdeen Carolina and Western Railway, and information on Montgomery Community College.

4. Consent Agenda Items

- a. Chairman Frye stated that the items below were listed on the Consent Agenda. These items were previously discussed and approved at the April 3, 2013 Executive Committee meeting.
 - i. **Consent Item #1:** Approval of April 17, 2013 Board of Delegates Minutes, Darrell Frye, PTRC Chair
 - ii. **Consent item #2:** Request for authorization to submit the Fiscal Year 2013-2014 Aging Funding Plan and to enter into contracts with the NCDAAAS, county governments, and service providers for the grant period July 1, 2013 to June 30, 2014, Blair Barton-Percival, Area Agency on Aging Director
 - iii. **Consent Item #3:** Request for authorization to enter into contract with Northwest Community Care Network for the period of July 1, 2013 to June 30, 2016, Blair Barton-Percival, Area Agency on Aging Director
 - iv. **Consent Item #4:** Request for approval to enter into a cooperative agreement with the US EPA for a \$600,000 EPA Brownfields Assessment Coalition Grant, Paul Kron, PTRC Regional Planning Director
 - v. **Consent Item #5:** Request to adjust the Assignment of Classifications to Grades, Matt Reece, Administration and Member Services Director
**Reference table below*

CONSENT ITEM #1

Assignment of Classes to Grades:

Salary Grade (Annual salary based on 2,080 hours)

	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	<u>Class Title</u>
9	15,080	N/A	31,200	General staff / Temporary Employee / Intern Weatherization Crew Member
10	24,485	31,831	39,176	Receptionist
11	25,709	33,422	41,135	(Reserved for Future Use)
12	26,995	35,093	43,192	Office Assistant
13	28,344	36,848	45,351	(Reserved for Future Use)
14	29,762	38,690	47,619	Program Assistant Weatherization Program Assistant
15	31,250	40,625	50,000	Accounting Technician I Aging MIS Specialist Volunteer Coordinator
16	32,812	42,656	52,500	Service Corp Crew Leader RSVP Coordinator Weatherization Crew Leader
17	34,453	44,789	55,125	Accounting Technician II Executive Assistant Workforce Development Executive Assistant
18	36,175	47,028	57,881	Accountability Specialist Career Facilitator Housing Inspector Housing Program Specialist Weatherization Inspector / Auditor

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19	37,984	49,380	60,775	District Resource Center Director Service Corps Coordinator Stormwater Educator
20	39,883	51,849	63,814	Aging Program Planner Family Caregiver Support Specialist GIS Planner Housing Coordinator Long-Term Care Ombudsman Management Analyst Pretrial Release Coordinator Regional Planner I Workforce Business Services Coordinator
21	41,878	54,441	67,004	Accountant Network Specialist
22	43,972	57,163	70,354	Criminal Justice Project Reentry Coordinator Regional Planner II Senior GIS Planner Senior Long-Term Care Ombudsman Stormwater Program Supervisor
23	46,170	60,021	73,872	(Reserved for Future Use)
24	48,479	63,022	77,566	Aging Community Based Programs Manager Long-Term Care Program Manager Special Projects Manager
25	50,903	66,173	81,444	Economic Development Program Administrator GIS Manager Information & Data Services Manager

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				Senior Regional Planner
				Workforce Development Program Manager
				Workforce Development Projects Manager
26	53,448	69,482	85,516	(Reserved for Future Use)
27	56,120	72,956	89,792	Area Agency on Aging Assistant Director
				Finance Manager
				IT Manager
				Regional Planning Programs Manager
				Water Resources Manager
				Workforce Development Assistant Director
28	58,926	76,604	94,282	Finance Assistant Director
29	61,872	80,434	98,996	(Reserved for Future Use)
30	64,966	84,456	103,946	(Reserved for Future Use)
31	68,214	88,679	109,143	Administration and Member Services Director
				Area Agency on Aging Director
				Criminal Justice Program Director
				Finance Director
				Housing Program Director
				Regional Planning Director
				Workforce Development Director
32	71,625	93,113	114,600	(Reserved for Future Use)
33	75,206	97,768	120,330	Assistant Director

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Pay table:

Salary Grade	Minimum (2080)	Mid-Point (2080)	Maximum (2080)	Developmental Increase
9	15,080.00	N/A	31,200.00	N/A
10	24,485.00	31,830.50	39,176.00	734.55
11	25,709.25	33,422.03	41,134.80	771.28
12	26,994.71	35,093.13	43,191.54	809.84
13	28,344.45	36,847.78	45,351.12	850.33
14	29,761.67	38,690.17	47,618.67	892.85
15	31,249.75	40,624.68	49,999.61	937.49
16	32,812.24	42,655.91	52,499.59	984.37
17	34,452.85	44,788.71	55,124.57	1,033.59
18	36,175.50	47,028.15	57,880.79	1,085.26
19	37,984.27	49,379.55	60,774.83	1,139.53
20	39,883.48	51,848.53	63,813.58	1,196.50
21	41,877.66	54,440.96	67,004.25	1,256.33
22	43,971.54	57,163.00	70,354.47	1,319.15
23	46,170.12	60,021.16	73,872.19	1,385.10
24	48,478.63	63,022.21	77,565.80	1,454.36
25	50,902.56	66,173.32	81,444.09	1,527.08
26	53,447.68	69,481.99	85,516.29	1,603.43
27	56,120.07	72,956.09	89,792.11	1,683.60
28	58,926.07	76,603.89	94,281.72	1,767.78

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29	61,872.38	80,434.09	98,995.80	1,856.17
30	64,965.99	84,455.79	103,945.59	1,948.98
31	68,214.29	88,678.58	109,142.87	2,046.43
32	71,625.01	93,112.51	114,600.01	2,148.75
33	75,206.26	97,768.14	120,330.01	2,256.19

- b. Motion was made by Mr. Ronnie wall to approve.
- c. Motion was seconded by Mr. Kevin Austin.
- d. All items on the Consent Agenda were approved.

5. PTRC Appointments to the Uwharrie Regional Resources Commission, Matthew Dolge, PTRC Executive Director

- a. Mr. Dolge stated that the PTRC staff is requesting direction in making a change in appointments on the Uwharrie Regional Resources Commission (URC) due to the resignation of Ms. Zoe Gamble, one of the two members of the URC appointed by PTCOG in November 2010.
- b. In August 2010 the General Assembly passed the Uwharrie Regional Resources Act which establishes a 10-member URC. The Uwharrie Region encompasses Davidson, Davie, Montgomery, Rowan, Randolph, and Stanley Counties (3 COG regions). The Commission's functions include:
 - i. Identifying and evaluating issues affecting resources of the region,
 - ii. Recommending policies and programs to address these issues, and
 - iii. Coordination with local and regional efforts and "work undertaken by councils of governments" to address threats to regional resources.
- c. Mr. Dolge stated that Mr. Keith Crisco has expressed his interest and availability in serving on the Commission in Ms. Hanes' place. As the former Secretary of Commerce, Mr. Crisco served as an ex-officio member of the Commission.
- d. Chairman Fry entertained a motion.
- e. Motion was made by Mr. Keith Volz.
- f. Motion was seconded by Mr. Paul Johnson.
- g. PTRC appointment of Mr. Keith Crisco to the Uwharrie Regional Resources Commission was approved.

6. Request for authorization to apply for United States Forest Service National Urban and Community Forestry Challenge Cost-Share Grant, Cy Stober, Water Resources Manager

CONSENT ITEM #1

- a. Mr. Stober introduced this item by giving a brief description of the grant program designed to address the following concerns:
 - i. Making urban trees and forests more resilient to the impacts of natural disasters and the long-term impacts of climate change;
 - ii. Green infrastructure jobs analysis; and
 - iii. Utilizing green infrastructure to manage and mitigate stormwater to improve water quality.
- b. He explained that the PTRC Planning Department proposes to pursue up to \$45,000 to serve the needs of Davidson County and the City of Lexington to support a planning effort in which the communities of these two jurisdictions guide the creation of a detailed planning effort to serve their aesthetic, economic, and environmental needs.
- c. He stated that the project would last approximately eighteen (18) months and will require no cash match from either the PTRC or any of the participating local governments. A 50% match is required of the proposal; however this is estimated to be met by dedications of staff time and resources.
- d. Motion was made by Ms. Bernita Sims.
- e. Motion was seconded by Mr. Alvin Foster.
- f. Request for authorization to apply for United States Forest Service National Urban and Community Forestry Challenge Cost-Share Grant was approved.

7. Executive Director's Report, Matthew Dolge, PTRC Executive Director

- a. Legislative Issues: Senate Bill 127
 - i. Mr. Dolge explained that this Senate Bill would separate Davie, Surry, and Yadkin Counties from their traditional regions.
 - ii. A letter was presented to the Board drafted to the Senate, outlining reasons for taking a second look at the bill.
 - iii. He stated that PTRC is asking for approval to send these letters to all of our representatives.
 - iv. Chairman Frye entertained a motion to approve the sending of these letters to the Senate.
 - v. Mr. Kevin Austin made a motion.
 - vi. Mr. Terry Renegar seconded the motion.
 - vii. Request to send letter outlining reasons for taking a second look at Senate Bill 127 was approved.

8. New Business

- a. Signing of new lease for Greensboro PTRC office building
 - i. Mr. Dolge announced that PTRC needs to sign a new lease for the Greensboro building. The current lease is expiring and approval is needed to sign.


CONSENT ITEM #1

- ii. Ms. Bernita Sims inquired as to when PTRC expects to be in the new building in Kernersville.
 - 1. Mr. Dolge replied that we will have a complete schedule from the contractors tomorrow; however it appears to be December at this time. When a concrete date is set, Mr. Dolge will let the Board know.
- iii. Chairman Frye entertained a motion to approve the signing of a new lease for PTRC's Greensboro office building.
- iv. Motion was made by Mr. Keith Volz.
- v. Motion was seconded by Mr. Don Truell
- vi. Request for approval to sign a new lease for Greensboro was approved.

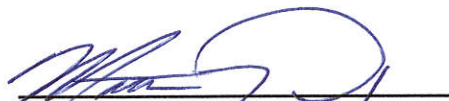
9. Informational Item: Building Update

- a. Mr. Dolge invited the Board members to drive by the new building site in Kernersville.
- b. He added that the steel is in for the roof structure, bids are in, and pictures will be uploaded to our website soon.
- c. He then thanked the Board for having confidence in the PTRC to oversee the building of our new office. He also thanked the finance staff for their patience.

There being no other business, Chairman Frye adjourned the meeting at 1:08pm.



Darrell Frye, PTRC Chairman



Matthew L. Dolge, PTRC Executive Director

CONSENT ITEM #2

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Robin Howell, Criminal Justice Programs Director
DATE: August 21, 2013
RE: Request for authorization to apply for \$30,000 in grant funds from the Winston-Salem Foundation's Women's Fund

The Criminal Justice Department requests authorization to apply for \$30,000 in grant funds from the Winston-Salem Foundation's Women's Fund to research, design and implement a pilot pre-release curriculum that will address the unique reentry issues of female prisoners who are mothers. The pilot will be a supplemental curriculum to the existing "Project Reentry" program within the NC Department of Public Safety prison system.

Application to the Winston-Salem Foundation Women's Fund is due August 8, 2013.

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: PTRC AAA request authorization to apply for \$90,000 and if awarded, enter into contract with the North Carolina Division of Aging and Adult Services for Local Contact Agency funding for the period July 1, 2013 – June 30, 2014.

If awarded, PTRC AAA proposes to hire one F.T.E. to coordinate Local Contact Agency efforts in Region G. Specifically, this individual will work with the region's long-term care facility social workers to train them to perform transition work on behalf of their residents who wish to return to the community.

The Local Contact Agency Coordinator will develop and implement a training module for new and existing facility social work staff. This training material will be comprehensive and will assist long-term care facility to connect patients with community agencies and other resources to allow for a seamless transition from an institutional setting to home.

The grant request includes reimbursing current providers functioning in the role of a Local Contact Agency \$100 per referral as they continue to respond to inquiries and offer counseling services.

ACTION REQUESTED:

PTRC AAA request authorization to apply for \$90,000 and if awarded, enter into contract with the North Carolina Division of Aging and Adult Services for Local Contact Agency funding for the period July 1, 2013 – June 30, 2014. The award notice is expected in August 2013.

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: PTRC AAA request authorization to apply for \$46,215 and if awarded, enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008, (MIPPA) funding for the period October 1, 2013 – September 30, 2014.

Area Agencies on Aging (AAA) across North Carolina are working with Senior Health Insurance Information Programs (SHIIP) to outreach to older adults and/or individuals who have mental or physical disabilities who are eligible for Low Income Subsidized Medicare benefits. The PTRC Area Agency on Aging is applying for \$46,215 to assist the NC SHIIP with this process.

This allocation will allow AAA staff the resources to identify potential beneficiaries through our aging network by providing training and coordinating events for volunteers to more effectively identify and target potential recipients in local communities. The PTRC AAA will host several county efforts, in partnership with local SHIIP Coordinators, targeting pharmacists, county agencies, and other professionals to help raise awareness and educate communities regarding the available assistance.

ACTION REQUESTED:

PTRC AAA request authorization to apply for \$46,215 and if awarded, enter into contract with the North Carolina Department of Insurance for Medicare Improvements for Patients and Providers Act 2008, (MIPPA) funding for the period October 1, 2013 – September 30, 2014. Award notice is expected September 2013.

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: Request for approval of Landscape Contract with Larmore Landscape

Landscape and irrigation installation is outside the general contract with Arden for the new building site in Kernersville. RFP was advertised and a pre-proposal site visit was conducted on May 23, 2013. Four vendors were at the site, however only two proposals were received in response to the RFP.

The following companies submitted bids; all were in correct format; all were submitted on time:

1. Larmore Landscape Associates: \$78,839
2. Piedmont Carolina Nursery: \$140,653

In order to reduce the cost of the landscaping staff examined the possibility of purchasing the plant material and having Service Corp install. Cost savings was negligible

ACTION REQUESTED:

Approval is requested to award contract to Larmore. Sufficient funds are available from sales tax refunds to pay for this contract.

Contract is attached.

CONSENT ITEM #5 CONT.

Mr. Matthew Dolge
Executive Director

Piedmont Triad Regional Council
400 West 4th Street, Suite 400
Winston-Salem, NC 27101
Re: Kernersville Office



July 2, 2013

Dear Mr. Dolge:

Thank you for inviting Larmore Landscape Associates to present a proposal for your landscape project. After reviewing the following proposal, please call me with any questions you might have.

DESCRIPTION	TOTAL
Planting:	\$58,889.00
Irrigation:	\$19,950.00
Lighting:	n/a
Landscape Construction:	n/a
	ESTIMATE TOTAL \$78,839.00

If this meets your approval, please let me know so I may schedule the work. Please sign duplicate originals where indicated on the next page, keep one original for your records and return a copy to my attention at the above address. If you have any questions concerning this proposal, please don't hesitate to call me at the office, 765-6340.

Thank you for considering Larmore Landscape Associates.

Sincerely,

Robin W. Coffey
Vice President, Landscaping

CONSENT ITEM #5 CONT.

robinc@larmorelandscape.com

LARMORE LANDSCAPE ASSOCIATES, INC. hereby proposes to furnish labor and materials, complete in accordance with the PTRC RFP dated May 10, 2013 and in accordance with the approved Planting Plan (approved by the Town of Kernersville o/a June 15, 2013. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration of deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. This proposal subject to acceptance within thirty (30) days of the above date and is void thereafter at the discretion of LARMORE LANDSCAPE ASSOCIATES, INC.

All grades are to be within +/-2" of final grade unless otherwise noted.

'Landscape Contractor to accept site conditions prior to beginning work'.
Larmore to coordinate a tentative installation schedule with PTRC/Arden Group.

All planting beds to be prepared by rototilling and incorporating soil amendments.

It is the responsibility of the property owner and not a part of this contract.

If rock or building debris is encountered and must be removed, it is in addition to the contract. Sod areas as indicated on the plan will be rototilled and fine grading prior to install of sod. Fertilizer and lime will be applied before installation.

Warranties: All materials and labor, except seed and sod, is warranted for one year.

ACCEPTANCE OF PROPOSAL

Name: _____

Date: _____

Please sign and return to our office, retain original for your records

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: Request for approval of Moving Contract with Facility Services

Staff has completed the inventory of furniture to be moved from Greensboro and Winston offices. An RFP was advertised for bids for moving furniture, computers as well as move and assembly of items stored at Storr in Greensboro for the new building. Proposals were received by the Piedmont Triad Regional Council (PTRC) at PTRC for a firm to provide said services over a period of two months. Each bidder was personally escorted to the sites and conducted an on-site inventory. The following companies submitted bids:

1. All American: \$14,830
2. Office Movers: \$12,863*
3. All Pro Movers: \$7,200**
4. Facility Services: \$13,461

Based on interviews, cost and services provided Facility Services of North Carolina was selected as the most cost-effective bid. Facility Services has agreed to pick up items stored at Storr and store in their warehouse at no charge for six months. Storr is charging PTRC approximately \$700 per month to store the items. This will be an additional savings of \$3200, so the actual cost for Facility Services will be \$10,261.

*cannot move computers **cannot assemble furniture

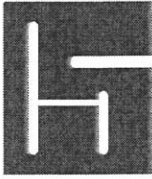
ACTION REQUESTED:

Approval is requested to award contract to Facility Services. Sufficient funds are available from sales tax refunds to pay for this contract.

Contract is attached.

CONSENT ITEM #6 CONT.

Quote for: Piedmont Triad Regional Council
Quote #: PTRC07022013 New Office Move



Name _____

Signature _____

Facility Services of North Carolina

Title _____

Brian Heckman

336-509-2720

brian@facilityservicesnc.com

Quote is valid for 30 days

Field verification must be made before order

A deposit of 50% and signed quote are required for order to be placed

Payment terms are NET 10 days

Line	Product	Qty	Item Sell	Total Sell
1	Item: Move Labor Location: Greensboro Office Description: Items to include: (2) Plotters; (32) Bookcases; (22) Desks; No Files or boxes to be moved	1	\$ 5,288.00	\$ 5,288.00
2	Item: Move Labor Location: Winston Office Description: Items to Include: (1) Plotter; (3) Desks; (6) Bookcases No Files or boxes to be moved	1	\$ 961.00	\$ 961.00
3	Item: Move Labor Location: New/Storage Items Description: Items to Include: (2) Refrigerators; (2) Dishwashers; (28) L-shape Desks (11) U-group Desks;	1	\$ 5,770.00	\$ 5,770.00
4	Item: Move Labor Location: Greensboro and Winston	1	\$ 1,442.00	\$ 1,442.00

CONSENT ITEM #6 CONT.

	Description: Items to Include: (82) Computers and task chairs; Computers and task chairs; Will unplug, shrink wrap, move and hook up the computers			
--	---	--	--	--

*Terms and Pricing based on:

Current quantity of items

Free and clear access to buildings

Storage of new items is complimentary for up to 6 months if we receive ALL aspects of the move

Storage cost is \$150 per month plus \$500 in labor to move

All furniture must be moved in it's current state

All items to be labeled and each office diagramed for setup

Masonite will be provided for floor protection

Furniture will be disassembled and assembled as needed based on the layout provided

Subtotal	\$ 13,461.00
Storage	*FREE!!!
Total	\$ 13,461.00

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: Request for approval of Low Voltage Contract with AV Solutions

An RFP was properly advertised for bids on the installation of a low voltage system in the new building for the PTRC. The RFP included installation of equipment to support a security system, CCTV, Board room AV equipment and structured wiring.

A pre-proposal site visit was conducted at 10:00 am EDT on June 4, 2013. Four vendors were at the site. Proposals were received by PTRC on Tuesday June 18, 2013. No proposals were accepted after the specified time.
The following companies submitted bids; all were in correct format; all were submitted on time:

1. AVI-SPL: \$397,342
2. Audio Visual Solutions: \$282,330
3. Caudill's: \$326,378
4. SouthPaw, Atlanta, GA.: \$270,643*
*no local representative and no provision for local service

ACTION REQUESTED:

Approval is requested to award contract to AV Solutions of Clemmons, NC.

Contract is attached.

CONSENT ITEM #7 CONT.

***CONTRACT FOR INSTALLATION OF LOW VOLTAGE SERVICES BETWEEN
THE PIEDMONT TRIAD REGIONAL COUNCIL AND
AUDIO VIDEO SOLUTIONS, L.L.C.***

This Contract (this "Contract") is made effective as of August 15, 2013, between Audio Video Solutions, L.L.C. (a North Carolina limited liability company) of 3808 Littlebrook Drive, Clemmons, North Carolina 27012 ("Seller"), and The Piedmont Triad Regional Council ("PTRC"), of 400 West Fourth Street, Suite 400, Winston-Salem, North Carolina 27101 ("Buyer").

The Contract between Buyer and Seller is for the installation of the low voltages services at the PTRC Carrollton Site located in Kernersville, North Carolina.

1. **ITEMS PURCHASED.** Seller agrees to sell, and Buyer agrees to buy, the products (the "Goods") listed in the invoices of Exhibit A ("Invoices and Payment Schedule") in accordance with the terms and conditions of this Contract.
2. **PRODUCT STANDARDS.** The Goods shall meet or exceed industry standards.
3. **TITLE/RISK OF LOSS.** The Goods shall be delivered F.O.B. destination point.
4. **PAYMENT.** Payment shall be made to Audio Video Solutions, LLC. Payment shall be sent to P.O. Box 451, Clemmons, North Carolina 27012. Buyer agrees to pay Seller according to the schedule on Exhibit A ("Invoices and Payment Schedule").

If any invoice is not paid when due, interest will be added to and payable on all overdue amounts at 18.00 percent per year, or the maximum percentage allowed under applicable laws, whichever is less. Buyer shall pay all costs of collection, including without limitation, reasonable attorney fees.

In addition to any other right or remedy provided by law, if the Buyer fails to pay for the Goods and Services when due, the Seller at its option may treat such failure to pay as a material breach of this Contract, and may cancel this Contract and/or seek legal remedies.

5. **DELIVERY.** Time is of the essence in the performance of this Contract. Delivery of Goods and Services shall be completed by December 31, 2013 or earlier as dictated by the construction schedule.
6. **CHANGE ORDERS.** Changes to the original design and product selection (including, but not limited to, changes in quantities of particular Goods, change in brand or model of particular Goods, change in installation site or method, etc.) made by the Buyer will be invoiced separately from the invoices covered by this Contract.

Any change order must be paid as follows: 1) 50.00 percent of the change order invoice paid immediately, and 2) the remaining balance paid upon change order completion. The preceding payment terms are for change orders only and do not apply to the invoices of Exhibit A of this Contract. Items purchased in addition to those listed in the original invoice to fulfill the needs of

CONSENT ITEM #7 CONT.

a change order will be priced at full MSRP.

If the time required to complete any change order (or the accumulation of all change orders) significantly inhibits the ability of the Seller to complete delivery of the remaining Goods and Services by the date specified in section 5 of this Contract, then the Buyer agrees to amend the delivery date specified in section 5 to accommodate the change order(s).

7. **PAYMENT OF TAXES.** Buyer agrees to pay all taxes of every description, federal, state, and municipal, that arise as a result of this sale, excluding income taxes.
8. **WARRANTIES.** Seller warrants to Buyer that the Goods will conform substantially to the applicable drawings or design standards.
9. **INSPECTION.** The Buyer, upon receiving possession of the Goods, shall have a reasonable opportunity to inspect the Goods to determine if the Goods conform to the requirements of this Contract. If the Buyer, in good faith, determines that all or a portion of the Goods are non-conforming, the Buyer may return the Goods to the Seller at the Seller's expense. The Buyer must provide written notice to the Seller of the reason for rejecting the Goods. The Seller will have 30 days from the return of the Goods to remedy such defects under the terms of this Contract.
10. **DEFAULT.** The occurrence of any of the following shall constitute a material default under this Contract:
 - a. The failure to make a required payment when due.
 - b. The insolvency or bankruptcy of either party.
 - c. The subjection of any of either party's property to any levy, seizure, general assignment for the benefit of creditors, application or sale for or by any creditor or government agency.
 - d. The failure to make available or deliver the Goods and/or perform the Services in the time and manner provided for in this Contract.
11. **REMEDIES ON DEFAULT.** In addition to any and all other rights available according to law, if either party defaults by failing to substantially perform any material provision, term or condition of this Contract (including without limitation the failure to make a monetary payment when due), the other party may elect to cancel this Contract if the default is not cured within 60 days after providing written notice to the defaulting party. The notice shall describe with sufficient detail the nature of the default.
12. **CONTRACTOR'S INSURANCE.** During the performance of this CONTRACT, the Contractor shall maintain the following insurance:
 - a. Comprehensive General Liability Insurance with bodily injury limits of not less than \$1,000,000 for each occurrence and not less than \$1,000,000 in the aggregate, and with property damage limits of not less than \$100,000 for each occurrence and not less than \$1,000,000 in the aggregate.
 - b. Worker's Compensation Insurance in accordance with statutory requirements.
13. **FORCE MAJEURE.** If performance of this Contract or any obligation under this

CONSENT ITEM #7 CONT.

Contract is prevented, restricted, or interfered with by causes beyond either party's reasonable control ("Force Majeure"), and if the party unable to carry out its obligations gives the other party prompt written notice of such event, then the obligations of the party invoking this provision shall be suspended to the extent necessary by such event. The term Force Majeure shall include, without limitation, acts of God, fire, explosion, vandalism, storm or other similar occurrence, orders or acts of military or civil authority, or by national emergencies, insurrections, riots, or wars, or strikes, lock-outs, work stoppages, or other labor disputes, or supplier failures.

The excused party shall use reasonable efforts under the circumstances to avoid or remove such causes of non-performance and shall proceed to perform with reasonable dispatch whenever such causes are removed or ceased. An act or omission shall be deemed within the reasonable control of a party if committed, omitted, or caused by such party, or its employees, officers, agents, or affiliates.

14. ARBITRATION. Any controversies or disputes arising out of or relating to this Contract shall be resolved by binding arbitration in accordance with the then-current Commercial Arbitration Rules of the American Arbitration Association. The parties shall select a mutually acceptable arbitrator knowledgeable about issues relating to the subject matter of this Contract. In the event the parties are unable to agree to such a selection, each party will select an arbitrator and the two arbitrators in turn shall select a third arbitrator, all three of whom shall preside jointly over the matter. The arbitration shall take place at a location that is reasonably centrally located between the parties, or otherwise mutually agreed upon by the parties.

All documents, materials, and information in the possession of each party that are in any way relevant to the dispute shall be made available to the other party for review and copying no later than 30 days after the notice of arbitration is served.

The arbitrator(s) shall not have the authority to modify any provision of this Contract or to award punitive damages. The arbitrator(s) shall have the power to issue mandatory orders and restraint orders in connection with the arbitration. The decision rendered by the arbitrator(s) shall be final and binding on the parties, and judgment may be entered in conformity with the decision in any court having jurisdiction. The agreement to arbitration shall be specifically enforceable under the prevailing arbitration law. During the continuance of any arbitration proceeding, the parties shall continue to perform their respective obligations under this Contract.

15. NOTICES. Any notice or communication required or permitted under this Agreement shall be sufficiently given if delivered in person or by certified mail, return receipt requested, to the addresses listed above or to such other address as one party may have furnished to the other in writing. The notice shall be deemed received when delivered or signed for, or on the third day after mailing if not signed for.

16. ASSIGNMENT. Neither party may assign or transfer this Contract without prior written consent of the other party, which consent shall not be unreasonably withheld.

17. ENTIRE CONTRACT. This Contract contains the entire agreement of the parties

CONSENT ITEM #7 CONT.

regarding the subject matter of this Contract, and there are no other promises or conditions in any other agreement whether oral or written.

18. AMENDMENT. This Contract may be modified or amended if the amendment is made in writing and signed by both parties.

19. SEVERABILITY. If any provision of this Contract shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

20. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Contract shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Contract.

21. APPLICABLE LAW. This Contract shall be governed by the laws of the State of North Carolina

22. SIGNATURES OF PARTIES ACCEPTING THIS CONTRACT:

Buyer:
Piedmont Triad Regional Council

By: _____
Matthew Dolge
Executive Director

Seller:
Audio Video Solutions, LLC

By: _____
William Brookshire IV
Owner

EXHIBIT A: Invoices and Payment Schedule

1. Payment Schedule

CONSENT ITEM #7 CONT.

Payments for the Goods and Services of the entire Contract are as follows:

An initial deposit of thirty percent (30%) of the aggregate total of all invoices must be paid by August 15, 2013, before the start of work. Then, a payment of thirty percent (30%) of the aggregate total of all invoices must be paid by September 15, 2013. A third payment of thirty percent (30%) of the aggregate total of all invoices must be paid by October 15, 2013. Final payment of the remaining balance of the aggregate invoices must be paid upon the acceptance of the completed work by the Buyer. The payment schedule is summarized in the table below.

Payment Number	Due Date of Payment	Amount of Payment
1	August 15, 2013	30% of project total
2	September 15, 2013	30% of project total
3	October 15, 2013	30% of project total
4	Upon Acceptance of Completed Project by Buyer	Remaining Balance (10% of project total)
	Total	100% of project total

Seller may agree to a later date for any particular payment as long as the postponement of the payment does not interfere with the timetable for the completion of the Contract. Buyer must make the request in writing, stating reasons for the request, and the request must be approved and signed by Seller.

Buyer has the right to make prepayments on any schedule payment as long as the payment is made in full by the payment due date, or other date agreed to according to the terms of the previous paragraph.

CONSENT ITEM #7 CONT.



PO Box 451
Clemmons, NC 27012

Phone#
336-391-9687

Estimate

Date	Estimate No.
5/29/2013	283

Name/Address

Piedmont Triad Regional Council
400 West 4th Street Suite 400
WS, NC 27101

Job/Address

1389 Carrollton Crossing
Kernersville, NC 27284

7/10/13

Item	Description	Qty	Rate	Total
Room	Board Room			
HA5	--HDMI to SDI Converter	1	394.60	394.60T
Mount	--Mount for Projector	1	256.25	256.25T
Crestron	--Digital Media Switcher	1	27,660.00	27,660.00T
Capture HD Pro	--Meeting Recording System	1	3,625.00	3,625.00T
CEN-SWPOE-24	--Crestron 24 Port POE switch	1	2,375.00	2,375.00T
PR03	--Central Controller	1	3,312.50	3,312.50T
V24R-C-B	--TouchPanel	1	3,250.00	3,250.00T
TSW-1050-W-S	--TouchPanel	1	1,500.00	1,500.00T
DVPHD-GB	--Multi-window annotator/Graphics Engine	1	19,800.00	19,800.00T
DM-RMC-SCALER-C	--DigitalMedia 8G+ Room Controller & Scaler	1	875.00	875.00T
OM-TX-200-C-2G-W-T	--Wall Plate DigitalMedia 8G+™ Transmitter 200,	2	875.00	1,750.00T
White Textured; includes	PW-2407WUL			
HD-DA-2	--HDMI Distribution Amp & Audio Embedder/Extractor	1	334.40	334.40T
Lectern	--Lectern	1	3,500.00	3,500.00T
Plates	--Floor box Panels	2	500.00	1,000.00T
Custom	--Custom PC	1	2,000.00	2,000.00T
Dalite	--Fixed Screen 120"	1	1,799.99	1,799.99T
ES-SUB-IW-DUAL8	--Episode® Passive In-Wall Subwoofer with Dual 8 in.	2	249.95	499.90T
Woofers (Each)				
EA-AMP-SUB-1D-500	--Episode Digital Subwoofer Amplifier-	2	999.99	1,999.98T
500W with LFE - Remote	/ Music and Movie EQ			
Modes				
Controi47CT	--Control 47 CT Ceiling Speakers	24	230.00	5,520.00T
VMRK-54	--Equipment Rack	1	2,699.50	2,699.50T
RackPower	--Power Distribution	1	1,181.25	1,181.25T
TC	--DSP	1	2,473.75	2,473.75T
VC	--DSP	2	2,336.25	4,672.50T
System	--Executive HD Mic System, 8-channel	1	5,152.50	5,152.50T
Mics	--Mics Revo Labs	8	346.25	2,770.00T
RevoLabs	--10-EXTSERV-HDE8 Executive HD8	1	950.00	950.00T
CHsilverService Plan 1yr				
BD-F5900	--Biuray Player	1	118.75	118.75T
NP-PA550W-13ZL	--NEC NP-PA550W-13ZL PROJECTOR AND LENS	1	4,648.75	4,648.75T

Use or disclosure of data contained on this sheet is subject to the restriction on the Title Page of this document.

Total

CONSENT ITEM #7 CONT.



Box 451
Clemmons, NC 27012

Phone#
336-391-9687

Estimate

Date	Estimate No.
5/29/2013	283

Name/Address

Piedmont Triad Regional Council
400 West 4th Street Suite 400
WS, NC 27101

Job/Address

1389 Carrollton Crossing
Kernersville, NC 27284

Item	Description	Qty	Rate	Total
ULXP124/87	--Wireless Combo, SM58, Lavalier	1	1,765.00	1,765.00T
BRCH700	--HD Camera	1	9,173.25	9,173.25T
WB-VC	--Recessed camera box above screen	1	345.00	345.00T
HFBK-HD1	--HD-SDI Output card for BRCH700	1	1,966.80	1,966.80T
DA-500F-HL	--4-channel 70V Amplifier, 500W/ch	1	2,641.20	2,641.20T
Hardware	--Hardware	1	500.00	500.00T
Labor	--Labor		34,420.00	34,420.00
	Shop Time for Racking and Testing- 34Hrs.			
	Client Interviews - 12Hrs.			
	Electronic Design and Engineering - 70Hrs.			
	Programming - 200Hrs.			
	Rough-in and Trim-out- 162Hrs.			
	Client Instruction- 16Hrs.			
	Sales Tax		8,269.49	8,269.49

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Total	\$165,200.36
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CONSENT ITEM #7 CONT.

HONEYCUTT
ELECTRIC, INC.

2750 Armstrong Dr.
Winston-Salem, NC 27103

(336) 768-5887

Estimate

Date	Estimate No.
5/29/2013	280

Name/Address

Piedmont Triad Regional Council
400 West 4th Street Suite 400
WS, NC 27101

Job/Address

1389 Carrollton Crossing
Kernersville, NC 27284

Item	Description	Qty	Rate	Total
Room Kit-VA	Card Access System Equipment --NC-PR022SKD8,NC-PR022E1D8,NC-WPS3 8-Door Kit	1	4,287.50	4,287.50T
NC-PR022R2	--Pro-2200 2-reader board	3	548.75	1,646.25T
NC-OM30BHONC	--Omniclass R10B Reader	8	133.75	1,070.00T
NC-OKPON34	--Omniclass 2K PVC Card, 34-bit printable	200	4.75	950.00T
RU-831028	--Mag lock, single, 1500lbs	8	281.25	2,250.00T
RU-9721ESTDA	--9721NCD Eng/SP TD30A MO	8	88.75	710.00T
CK-IS310WH	--REX PIR, White	8	78.45	627.60T
AX-MAX5	--12VDC@10A, 16 fused output	1	613.75	613.75T
WG-11981099	--Profusion Access Control NP	1	620.00	620.00T
WG-11981099	--Profusion Access Control NP	1	620.00	620.00T
Labor	--Labor		7,050.00	7,050.00
	Rough-in - 48Hrs. Shop Time for Racking and Testing- 12Hrs. Client Interviews- 8Hrs. Electronic Design and Engineering - 6Hrs. Programming - 30Hrs. Client Instruction - 6Hrs. Sales Tax		904.17	904.17
Total				\$21,349.27

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CONSENT ITEM #7 CONT.

HONEYCUTT
ELECTRIC, INC.

2750 Armstrong Dr.
Winston-Salem, NC 27103
(336) 768-5887

Estimate

Date	Estimate No.
5/29/2013	284

Name/Address

Job/Address

Piedmont Triad Regional Council
400 West 4th Street Suite 400
WS, NC 27101

1389 Carrollton Crossing
Kernersville, NC 27284

7/10/13

Item	Description	Qty	Rate	Total
Room	CCTV			
AV20365DN	--20MP H.264 360-degree camera	2	2,199.00	4,398.00T
AV20365DN	--20MP H.264 360-degree camera	2	2,199.00	4,398.00T
AV20185DN-HB	--20MP H.264 180-degree camera, Outdoor	1	1,999.00	1,999.00T
AV1455DN-F	--1.3 Megapixel In-ceiling Mount Indoor Vandal Resistant Dome IP Camera, 4mm IR Corrected Lens, Microphone	8	629.99	5,039.92T
AV5455DN-F	-- 5 Megapixel In-ceiling Mount Indoor Vandal Resistant Dome IP Camera, 4mm IR Corrected Lens	1	930.00	930.00T
EI-IPS012TR4	--12TB 4U Rackmount Server	1	8,766.25	8,766.25T
EI-500040370	--i5 upgrade + RAM	1	407.50	407.50T
IE-EVIP01	--IP Camera License	14	130.00	1,820.00T
J9727A	--24Port 10/100/1000 POE+ switch	1	2,354.65	2,354.65T
Labor	--Labor		7,170.00	7,170.00
	Shop Time - 4Hrs.			
	Programming Time - 24Hrs.			
	Rough-in - 80Hrs.			
	Client Interviews- 2Hrs.			
	Electronic Design and Engineering- 6Hrs.			
	Client Instruction- 2Hrs.			
	Sales Tax		2,032.65	2,032.65
Total				\$39,315.97

CONSENT ITEM #7 CONT.



Phone#
336-391-9687

Estimate

PO Box 451
Clemmons, NC 27012

Date	Estimate No.
5/29/2013	285

Name/Address

Piedmont Triad Regional Council
400 West 4th Street Suite 400
WS, NC 27101

Job/Address

1389 Carrollton Crossing
Kernersville, NC 27284

Item	Description	Qty	Rate	Total
Room	Structured Wiring			
WMRK-4548	--45 Space Rack, 48" depth	3	1,763.65	5,290.95T
Lot	--Rack hardware and accessories	1	875.00	875.00T
CLB-6	--Cable Ladder Runway, 12 pieces	1	89.10	89.10T
CLB-90HB-4	--12"W, 90-degree horizontal bend, Qty4	2	590.65	1,181.30T
CLB-VI90-4	--12"W, 90-degree vertical bend, Qty4	2	487.95	975.90T
Wire	--Cat6	80,500	0.22	17,710.00T
Wire	--Connectors	600	0.45	270.00T
Wire	--Wall Plates	100	4.00	400.00T
Speaker	--Wire, Speaker	2,000	0.35	700.00T
Coax	--Wire, Coaxial TV	3,000	0.12	360.00T
Labor	--Labor		24,400.00	24,400.00
	Pre-Wire / Rough-in - 388Hrs.			
	Trim-out - 100Hrs.			
	Sales Tax		1,880.03	1,880.03
Total				\$54,132.28

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: Incentive Bonus for early completion of PTRC office

The completion date for construction contract is January 15, 2013. This date will allow us to move into our offices by February 1, 2013. The benefits of an earlier completion date for the PTRC are combining staff earlier, eliminating the need for leased meeting space, consolidating equipment and service leases, fewer lease payments for our current space. The reduced outlay in the current year for each month is over \$30,000.

The contractor was asked if any steps can be taken to shorten the construction time and move this schedule forward. Subcontractors may be able to divert more resources to complete our project sooner. I am proposing the following financial inducements to encourage early completion.

With at least 60 days' notice of an early completion the following payment will be made.

For completion by December 15, 2013 - \$10,000
(One month early – notification must be received by October 9, 2013)

For completion by November 15, 2013 - \$25,000
(Two months early – notification must be received by September 11, 2013)

ACTION REQUESTED:

Staff recommends approval of this schedule as a positive recommendation for the full board.

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

TO: Board of Delegates, Piedmont Triad Regional Council
FROM: Matthew Dolge, PTRC Executive Director
DATE: August 21, 2013
RE: Request for authorization to adopt the Records Retention and Disposition
Schedule for Regional Councils

The records retention and disposition schedule is a tool for local governments to use when managing records in their offices.

According to G.S. § 121-5 and G.S. §132-3, you may only destroy public records with the consent of the Department of Cultural Resources. This schedule is the primary way DCR gives its consent. Without approval of this schedule, PTRC is obligated to obtain the DCR's permission to destroy any record, no matter how insignificant.

ACTION REQUESTED:

PTRC staff recommends the adoption of the Records Retention and Disposition Schedule for the purposes of proper disposition and retention of records.

**PTRC Board of Delegates and
PTRC Executive Committee Meeting Dates 2014
Location TBA
12:00 noon
Kernersville, NC**

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
January - none	January - none
February 5, 2014	February 19, 2014
March 5, 2014	March - none
April 2, 2014	April 16, 2014
May 7, 2014	May 21 - none
June 4, 2014	June 18, 2014
July - none	July - none
August 6, 2014	August 20, 2014
September 3, 2014	September - none
October 1, 2014	October 15, 2014
November 5, 2014	November - none
December 3, 2014	December 17, 2014

**PTRC Board of Delegates and
PTRC Executive Committee Meeting Dates**

2013

Paul J. Ciener Botanical Gardens

215 South Main Street

Kernersville, NC

12:00 Noon

PTRC Executive Committee 1st Wednesday	PTRC Board of Delegates 3rd Wednesday
June – Wednesday, June 5, 2013	June - Wednesday, June 19, 2013
July – None	July – None
August – Wednesday, August 7, 2013	August - Wednesday, August 21, 2013
September - Wednesday, September 4, 2013	September – None
October - Wednesday, October 2, 2013	October - Wednesday, October 16, 2013
November - Wednesday, November 6, 2013	November – None
December - Wednesday, December 4, 2013	December - Wednesday, December 18, 2013