

## MEMBERS

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



# Piedmont Triad Regional Council Board of Delegates Agenda

Wednesday, December 19, 2018

12:00 noon

PTRC Headquarters

1398 Carrollton Crossing Drive

Kernersville, NC 27284

### Item

#### **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.*

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

#### **B. Presentation of the PTRC Audit**

#### **C. Action Items**

- 1) Request for approval of October 17, 2018 PTRC Board of Delegates Minutes (attachment)**
- 2) Officer Elections**
- 3) Request for authorization for the 2019 Municipal Caucus to be held electronically via email**
- 4) Request for authorization to accept the 2018 205(j) grant award of \$18,826**
- 5) Request for authorization to accept the 2018 NC Clean Water Management Trust Fund grant award of \$50,664**

### Official

#### **Katie Mitchell**

*Clerk to the Board*

#### **Steve Yokeley**

*Chair*

#### **Richard Tamer**

#### **Valerie Kiger**

*Cannon & Company*

#### **Steve Yokeley**

*Chair*

#### **Nate Hall**

*Past Chair*

#### **Matthew Dolge**

*Executive Director*

#### **Cameron Colvin**

*Regional Planner*

#### **Cameron Colvin**

*Regional Planner*

- 6) **Request for authorization to accept the 2018 205(j) grant award of \$18,201** **Cameron Colvin**  
*Regional Planner*
- 7) **Request for approval to apply for ESFRLP funding In Caswell, Davie, Randolph, Stokes and Yadkin** **Rebecca Ashby**  
*Grants Coordinator*
- 8) **Request for approval to apply for URP funding of \$200,000 in Caswell, Davidson, Guilford, Randolph, Rockingham, Surry and Stokes** **Rebecca Ashby**  
*Grants Coordinator*

**D. Executive Director’s Report** **Matthew Dolge**  
*Executive Director*

**E. Old Business** **Steve Yokeley**  
*Chair*

**F. New Business** **Steve Yokeley**  
*Chair*

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

**H. Chairman’s Remarks and Announcements** **Steve Yokeley**  
*Chair*

- 1) **PTRC Executive Committee Meeting**  
Wednesday, February 6, 2019 11:45 a.m.  
**Piedmont Triad Regional Council**  
**1398 Carrollton Crossing Drive**  
**Kernersville, NC 27284**
- 2) **PTRC Board of Delegates Meeting**  
Wednesday, February 20, 2018 12:00  
**Piedmont Triad Regional Council**  
**1398 Carrollton Crossing Drive**  
**Kernersville, NC 27284**
- 3) **2019 PTRC Meeting Dates** *(attached)*

**I. Informational Items**



**cannon&company**  
Certified Public Accountants L.L.P.

November 7, 2018

To the Executive Committee  
Piedmont Triad Regional Council  
Kernersville, North Carolina

We have completed our audit of the financial statements of the Piedmont Triad Regional Council as of June 30, 2018, and for the year then ended and issued our report thereon dated September 26, 2018. Our audit was performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States. The purpose of this presentation is to review with you the highlights of our report.

The accounts of the Council are organized and operated using the fund accounting concept. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of assets, liabilities, fund equity, and revenue and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The following provides information on the types of funds maintained, the financial position as of June 30, 2018, and results of operations for the year then ended.

**General Fund** – The General Fund is the general operating fund of the Council. The General Fund accounts for all financial resources except those that are required to be accounted for in another fund. The primary revenue source is dues from members. The primary expenditures are for administration.

	Year Ended June 30, 2018			Year Ended
	Budget	Actual	Variance	June 30, 2017
Revenues	\$ 586,068	\$ 587,826	\$ 1,758	\$ 578,538
Expenditures	586,068	338,829	247,239	332,398
Excess of Revenue				
Over Expenditures	-	248,997	248,997	246,140
Other financing sources (uses):				
Sale of capital assets	-	-	-	-
Total other financing sources (uses)	-	-	-	-
Increase in Fund Balance	\$ -	\$ 248,997	\$ 248,997	\$ 246,140

# PRESENTATION

Piedmont Triad Regional Council

Page 2

November 7, 2018

The General Fund ended the year with assets of \$2,246,810, which included \$2,078,091 in unrestricted cash and investments. The General Fund balance at year end was \$2,244,540 of which \$2,242,897 was unassigned.

**Special Revenue Fund - Grant Project Fund** – Grant Project Funds account for grant funds that are restricted for use for a particular purpose. The primary revenue source is restricted intergovernmental grants. Expenditures are by program and include administration, crime control and public safety, environmental protection, health and human services, housing, planning, transportation, workforce development and weatherization.

	Year Ended June 30, 2018			Year Ended
	Budget	Actual	Variance	June 30, 2017
Revenues	\$ 28,825,015	\$ 25,782,880	\$ (3,042,135)	\$ 25,260,702
Expenditures	28,825,015	25,758,241	3,066,774	25,328,498
Excess of Revenue				
Over (Under) Expenditures	-	24,639	24,639	(67,796)
Other financing sources (uses):				
Insurance proceeds	-	-	-	19,559
Sale of capital assets	-	-	-	5,500
Total other financing				
sources (uses)	-	-	-	25,059
Increase (decrease) in Fund				
Balance	\$ -	\$ 24,639	\$ 24,639	\$ (42,737)

The Grant Project Fund ended the year with assets of \$2,704,663 which included \$737,527 of unrestricted cash and investments. The Grant Project Fund balance at year end was \$513,630. The unassigned portion was a deficit of \$1,612,818.

**Special Revenue Fund - Local Projects Fund** – Local Projects Funds account for activities designed to assist local area governments in developing growth plans and any other activity that may assist local governments in planning for the future communities. Local grant funds restricted for use are accounted for in this fund. The primary revenue source is program service fees. Expenditures are by program and include crime control and public safety, environmental protection, health and human services, housing, planning, workforce development, weatherization and other local projects.

# PRESENTATION

Piedmont Triad Regional Council  
Page 3  
November 7, 2018

	Year Ended June 30, 2018			Year Ended
	Budget	Actual	Variance	June 30, 2017
Revenues	\$ 3,888,702	\$ 2,291,392	\$ (1,597,310)	\$ 3,307,359
Expenditures	3,888,702	1,947,660	1,941,042	3,123,547
Excess of Revenue				
Over Expenditures	-	343,732	343,732	183,812
Other financing sources (uses):				
Sale of capital assets	-	5	5	6,000
Total other financing sources (uses)	-	5	5	6,000
Increase in Fund Balance	\$ -	\$ 343,737	\$ 343,737	\$ 189,812

The Local Projects Fund ended the year with assets of \$1,354,519 which included \$805,085 of unrestricted cash and investments. The Local Projects Fund balance at year end was \$1,320,057. The unassigned portion was a deficit of \$550,273.

## Other Matters

The Council ended the year with unrestricted cash in the bank of \$3,620,703 compared to \$2,758,108 last year.

## Compliance

We conducted tests of compliance with laws, regulations, contracts, and grants applicable to the Piedmont Triad Regional Council for the year and found no instances of noncompliance or exceptions to be reported.

Finally, it has been a privilege to work closely with the accounting and administrative staff. We commend them for a job well done, and we thank you all for the opportunity to serve as your auditors.

We greatly appreciate the opportunity to serve the Piedmont Triad Regional Council, and we will be pleased to answer any questions which may arise about the report.

Sincerely,

*Cannon & Company, S.L.P.*

## ACTION ITEM #2

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Nate Hall, Past Chair  
DATE: December 19, 2018  
RE: Nomination of 2019 PTRC Officers

The Nominating Committee, comprised of current officers and four additional delegates (Mark Richardson, Fleming El-Amin, Alvin Foster, and Marikay Abuzuaiter), met prior to the November Executive Committee to agree on the 2019 PTRC Officers. Their recommendation to the Board can be found below.

Position	Incumbent
Chair	Steve Yokeley, City of Mount Airy
Vice-Chair	Kevin Austin, Yadkin County
Treasurer	Jimmy Blake, Town of Biscoe
Secretary	Don Truell, Davidson County
Immediate Past Chair	Nate Hall, Caswell County

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For reference, verbiage from the Bylaws regarding officers can be found below.

### Article II. Officers

#### Section 1. Officer Positions

The officers of the Piedmont Triad Regional Council shall consist of a Chair, Vice-Chair, Treasurer, and Secretary, all of whom are to be selected from among the Council members. Appointment of Immediate Past Chair to serve as an ex-officio of the nominating committee. *Section 3 Terms also defines the qualifications and eligibility of delegates to serve as officers.*

#### Section 2. Annual Election of Officers

The current officers, along with four additional Executive Committee members appointed by the Chair, will present a proposed slate of officers to the Executive committee for their approval. The Executive Committee will present their nominations annually at the regular December meeting, which shall be considered the annual meeting of the Council.

## **ACTION ITEM #2 CONTINUED**

### Section 3. Terms

The officers shall serve for one year or until their successors have been duly elected. The officers, starting with the Chair, must alternate being a Delegate of a county or municipal government. Delegates in contiguous officer positions must come from different counties. An officer may not serve more than two consecutive one-year terms in the same office. Eligibility to hold a Council office shall be a minimum of one year as a Council Delegate.

### Section 4. Duties of Officers

- A. **The Chair** shall preside at all meetings of the Council and shall conduct meetings in an orderly and impartial manner so as to permit a free and full discussion by the Delegates of such matters as may be brought to the Council. The Chair shall have the same voting rights as other Delegates. The Chair may appoint such advisory committees as he/she finds to be necessary or desirable.
- B. **The Vice-Chair** shall perform all the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Council may delegate.
- C. **The Treasurer** shall review the financial transactions of the Council, including the audit, prior to the audit's presentation to Delegates, and shall perform such other duties as may be prescribed by the Council or by the Chair.
- D. **The Secretary** shall review all minutes of the Council, and shall perform such other duties as may be prescribed by the Council or the Chair.

### **ACTION REQUESTED:**

To approve the nominating committee's recommendation regarding 2019 Officers.

## **ACTION ITEM #3**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Matthew Dolge, Executive Director  
DATE: December 19, 2018  
RE: Municipal Caucus Procedure 2019

The Executive Committee is composed of one delegate from each county, one delegate from any municipality with 50,000 or more in population, and one municipal delegate from each county representing municipalities under 50,000. The Executive Committee is authorized to act for the Council on all matters other than the adoption of the annual budget and the adoption of the annual program of work. The Executive Committee meets 10 times per year (every month except January and July) and may conduct all the business of the Council in the months the full board does not meet.

According to Article III Section 2, regarding the composition of the Executive Committee, it is necessary for caucuses (for municipalities under fifty-thousand in population) to be held for the purpose of selecting a delegate to represent each county. In order to be on the Executive Committee, members need to be available to meet up to sixteen times per year, which will be six board meetings and ten executive committee luncheon meetings.

Caucuses will be held for the municipalities of Alamance, Davidson, Davie, Forsyth, Guilford, Montgomery, Randolph, Rockingham, Stokes, Surry and Yadkin.

This year we propose to hold the caucuses electronically via email primarily. You will receive an email on **January 14<sup>th</sup>**. You will be asked to respond by **January 17<sup>th</sup>**. If you would still like to discuss it further we will set up the teleconference line for a teleconference on January 17<sup>th</sup>. These dates have been chosen with the intention of allowing your governing board seat and orient new members. If these dates are not conducive to that intention please let us know.

### **ACTION REQUESTED:**

Approval for the 2019 municipal caucus to be held electronically via email and phone as necessary and according to the schedule provided.



## **ACTION ITEM #4**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Cameron Colvin, Regional Planner I  
DATE: December 19, 2018  
RE: Acceptance of NC Division of Water Resources' 205(j) water quality planning grant to support stormwater mapping for the Towns of Elkin & Jonesville

In September of this year, the PTRC Executive Committee voted to permit the PTRC Planning Department to apply for two water quality planning grants from the NC Division of Water Resources' 205(j) grant program. The PTRC's *Elkin & Jonesville Stormwater Mapping* project was selected for funding and will receive an \$18,826 award to support this effort. The project will inventory existing stormwater and drainage systems in order to assist with capital management and improvements, as well as identify maintenance needs and opportunities for water quality improvements. The proposed project will partly support two staff for 18 months.

As a reminder, the 205(j) grant program will only reimburse up to 10% of indirect expenses. The remaining difference will be used as matching funds. Below is additional information about the award, project partners, and match requirements.

**Total Award: \$18,826**

**PTRC Cost Share (portion of indirect): \$4,991**

**Project Partners:** Town of Elkin, Town of Jonesville, Yadkin Valley Sewer Authority, and Watershed NOW

### **ACTION REQUESTED:**

The PTRC Planning Department requests authorization to accept the 2018 205(j) grant award of \$18,826.

## **ACTION ITEM #5**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Cameron Colvin, Regional Planner I  
DATE: December 19, 2018  
RE: Acceptance of NC Clean Water Management Trust Fund grant to complete stream restoration feasibility study for Guilford County

In February of this year, the PTRC Executive Committee voted to permit the PTRC Planning Department to apply for a water quality planning grant from the NC Clean Water Management Trust Fund. The PTRC's *Thomas Built Bus Preserve – Stream Restoration Plan* project was selected for funding and will receive a \$50,664.00 award to support this effort. The project will analyze approximately 600 feet of stream at a Guilford County park in southwest High Point in order to stabilize stream conditions and prevent further erosion, as well as explore opportunities for greenway connections to the park.

PTRC planning staff will administer the project and assist with community engagement, however, a majority of the work will be completed by an engineering firm. As a reminder, the NC Clean Water Management Trust Fund cannot reimburse indirect expenses for project administration. This is a small portion of the overall budget. Below is additional information about the award, project partners, and match requirements.

**Total award: \$50,664.00**

**PTRC Cost Share (indirect): \$2,000**

**Project Partners:** Guilford County, the City of High Point, the Southwest Renewal Foundation of High Point, and other volunteers

### **ACTION REQUESTED:**

The PTRC Planning Department requests authorization to accept the 2018 NC Clean Water Management Trust Fund grant award of \$50,664.

## **ACTION ITEM #6**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Cameron Colvin, Regional Planner I  
DATE: December 19, 2018  
RE: Acceptance of NC Division of Water Resources' 205(j) water quality planning grant to support the development of a watershed restoration plan for Haskett Creek

In September of this year, the PTRC Executive Committee voted to permit the PTRC Planning Department to apply for two water quality planning grants from the NC Division of Water Resources' 205(j) grant program. The PTRC's *Haskett Creek Watershed Plan* project was selected for funding and will receive an \$18,201 award to support this effort. The project will identify potential sources of impairment throughout the watershed and develop strategic goals and projects to restore water quality. The proposed project will partly support two staff for 15 months.

As a reminder, the 205(j) grant program will only reimburse up to 10% of indirect expenses. The remaining difference will be used as matching funds. Below is additional information about the award, project partners, and match requirements.

**Total Award: \$18,201**

**PTRC Cost Share (portion of indirect): \$4,586**

**Project Partners:** City of Asheboro, Randolph County Soil & Water, Piedmont Land Conservancy, and NC Wildlife Resources Commission

### **ACTION REQUESTED:**

The PTRC Planning Department requests authorization to accept the 2018 205(j) grant award of \$18,201.

## **ACTION ITEM #7**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Rebecca Ashby, Housing Grants Coordinator  
DATE: December 19, 2018  
RE: ESFRLP grant applications from the North Carolina Housing Finance Agency

The North Carolina Housing Finance Agency released its request for proposals for its Essential Single Family Rehabilitation Loan Pool for the 2019 cycle. These funds allow the grantee to use up to \$30,000.00 for home repair for veteran, elderly and disabled low income homeowners per homeowner.

The counties available for funding in the member jurisdiction for the 2019 cycle are Caswell, Davie, Forsyth, Randolph, Stokes and Yadkin. Each county would receive an initial set aside fund of \$190,000 to repair five units. Once those five are complete, the PTRC would then be able to access a fund pool of money to complete additional units. As an example, under the prior Caswell grant, we have been able to complete fourteen units while only having been funded initially for five.

### **ACTION REQUESTED:**

The PTRC Housing Department is requesting approval from the board to apply for ESFRLP funding in Caswell, Davie, Randolph, Stokes and Yadkin Counties.

## **ACTION ITEM #8**

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

TO: Board of Delegates, Piedmont Triad Regional Council  
FROM: Rebecca Ashby, Housing Grants Coordinator  
DATE: December 19, 2018  
RE: URP grant applications from the North Carolina Housing Finance Agency

The North Carolina Housing Finance Agency released its request for proposals for its Urgent Repair Program (URP) for the 2019 cycle. These funds allow the grantee to use up to \$9,000.00 for home repair for veteran, elderly and disabled low income homeowners per homeowner as needed for urgent repair.

Housing services would like to apply for \$200,000 of grant funds to use in Caswell, Davidson, Guilford, Randolph, Rockingham, Surry and Stokes. These funds would be used to supplement any ESFRLP (Essential Single Family Rehabilitation) and Weatherization deferred homes as well as to offer assistance to any standalone applicants.

### **ACTION REQUESTED:**

The PTRC Housing Department is requesting approval from the board to apply for URP funding of \$200,000 in Caswell, Davidson, Guilford, Randolph, Rockingham, Surry and Stokes Counties.

# INFORMATIONAL ITEM



## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Greensboro Field Office  
Office of Public Housing  
1500 Pinemcroe Road, Suite 401, Asheville Building  
Greensboro, North Carolina 27407-3838  
336-547-4000  
www.hud.gov • espanol.hud.gov

NOV 20 2018

Mr. Matthew L. Dolge  
Executive Director  
Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, NC 27284

SUBJECT: Piedmont Triad Regional Council, NC166  
IPA Audit Report for Fiscal Year Ended June 30, 2016

Dear Mr. Dolge:

This letter is to acknowledge receipt of the Audit Report prepared by Cannon & Company, CPA, for the fiscal year ended June 30, 2016. We are pleased to note that the report contained no audit findings or questioned costs; therefore, a response is not required.

If you have any questions or concerns pertaining to this matter, please contact Angela Strong, Portfolio Management Specialist, at Angela.T.Strong@hud.gov or (336) 851-8089.

Sincerely,

A handwritten signature in black ink, appearing to read "La Ticia S. Wilson", written over a horizontal line.

La Ticia S. Wilson  
Division Director, Office of Public Housing  
Office of Field Operations  
U.S. Department of Housing and Urban Development

# INFORMATIONAL ITEM



## U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Greensboro Field Office  
Office of Public Housing  
1500 Pinecroft Road, Suite 401, Asheville Building  
Greensboro, North Carolina 27407-3838  
336-547-4000  
www.hud.gov • espanol.hud.gov

NOV 20 2018

Mr. Matthew L. Dolge  
Executive Director  
Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, NC 27284

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Sincerely,

A handwritten signature in black ink, appearing to read "La Ticia S. Wilson".

La Ticia S. Wilson  
Division Director, Office of Public Housing  
Office of Field Operations  
U.S. Department of Housing and Urban Development

# Meeting Dates 2019

1398 Carrollton Crossing Drive

Kernersville, NC 27284

12:00 noon

<b>PTRC Executive Committee 1<sup>st</sup> Wednesday</b>	<b>PTRC Board of Delegates 3<sup>rd</sup> Wednesday</b>
January - none	January - none
February 6, 2019	February 20, 2019
March 6, 2019	March - none
April 3, 2019	April 17, 2019
May 1, 2019	May - none
June 5, 2019	June 19, 2019
July - none	July - none
August 7, 2019	August 21, 2019
September 4, 2019	September - none
October 2, 2019	October 16, 2019
November 6, 2019	November - none
December 4, 2019	December 18, 2019