



Executive Committee

Minutes

Wednesday, November 2, 2022

Hybrid Attendance (In Person and ZOOM)

Members Present:

Councilwoman Marikay Abuzuaiter, City of Greensboro
Commissioner Kevin Austin, Yadkin County
Mayor Pro Tem Renee Bryant, City of Randleman
Council Member Jim Butler, City of Burlington (Z)
Council Member Jane Cole, City of King (Z)
Commissioner Carly Cooke, Guilford County
Mayor Pro Tem Monta Davis-Oliver, Town of Yadkinville (Z)
Commissioner Fleming El-Amin, Forsyth County
Mayor Alvin Foster, Town of Yanceyville
Chairman Darrell Frye, Randolph County
Councilman Victor Jones, City of High Point
Council Member Dwight Lake, Town of Mayodan
Councilman John Larson, City of Winston-Salem
Councilwoman Peggy Leight, Town of Walkertown
Aldерwoman Yvonne Maizland, Town of Gibsonville (Z)
Commissioner Rick Morris, Stokes County (Z)
Commissioner Scott Needham, Town of Pilot Mountain
Commissioner Damon Prince, Town of Troy (Z)
Commissioner Mark Richardson, Rockingham County
Commissioner John Shaw, Montgomery County
Commissioner Don Truell, Davidson County
(Z) Denotes attendance via ZOOM

Members Absent:

Commissioner Steve Carter, Alamance County
Mayor Rick Cross, Town of Bermuda Run
Commissioner Benita Finney, Davie County
Commissioner Nathaniel Hall, Caswell County
Commissioner Terry Renegar, Davie County
Mayor Emily Sharpe, Town of Elon
Commissioner Van Tucker, Surry County
Mayor Larry Ward, Town of Denton

Chairman Alvin Foster welcomed the PTRC Executive Committee and called the meeting to order at 12:00 p.m. The meeting was held virtually via Zoom in addition to in person attendance. Mr. Foster requested a moment of silence and then led the Executive Committee in the Pledge of Allegiance.

- 1) Action Item: Request for approval of the October 5, 2022 PTRC Executive Committee minutes, Mr. Alvin Foster, Chair**

- 2) Action Item: Request for authorization to Distribute Cash Match and Receive Funding for “Fostering and Sustaining NC’s Regional Food Economies” USDA Regional Food System Partnership Grant, Mr. Jesse Day, Planning Director**
 - a) The Regional Planning Department requests authorization to distribute a cash match to North Carolina State University (NCSU) as part of an awarded USDA Regional Food Systems Partnership Grant. The match covers 20% of time from the Food System Coordinator over half of the project’s three years to participate in and support project deliverables (see below). Additionally, we request authorization to enter into a contract with NCSU to receive funds towards project deliverables in the second half of the grant period.
 - b) The PTRC’s Food Systems Coordinator will devote time for the period of November 2022 to October 2025 in the following ways:
 - i) Convening regional food system stakeholders quarterly as the Regional Food Council
 - ii) Assisting with identification of local food intermediaries and other stakeholders for interviews and data collection for economic impact assessments
 - iii) Supporting planning and promotion of the Triad NC Regional Food Summit in 2024
 - iv) Creating opportunities for local food councils and local food intermediaries to build relationships with local governments
 - v) Helping to educate member local governments and disseminate project materials regarding value chain development and financing opportunities
 - c) Project Partners: 1) Community Food Strategies 2) Center for Environmental Farming Systems 3) Carolina Farm Stewardship Association 4) NC Rural Center 5) Committee on Racial Equity 6) Kindred Seedlings 7) The NC Local Food Council 8) Southwestern Commission 9) Land of Sky Regional Council 10) Piedmont Triad Regional Council 11) Working Landscapes 12) Western NC Farm to Table 13) WNC Food Justice Planning Initiative
 - d) The outcome of the project partnership will cultivate a deeper understanding of investment strategies that focus on community engagement and racial equity, and integrate existing and innovative models for long-term support of small farmers, food aggregators, and infrastructure necessary for thriving regional food systems.
 - e) Request to authorize the distribution of \$36,270 for the first 1.5 years
 - f) Request to authorize staff to work with NCSU to contract for the remaining 1.5 years in the amount of \$36,270

- g) Request for authorization to Distribute Cash Match and Receive Funding for “Fostering and Sustaining NC’s Regional Food Economies” USDA Regional Food System Partnership Grant

3) Action Item: Request to authorize an addendum to the PTRC’s procurement policy specific to the EPA’s Brownfield Revolving Loan Fund program, Mr. Jesse Day, Regional Planning Director

- a) The Regional Planning Department requests authorization of an addendum to the Finance Procedures Manual in place for the PTRC. This addendum is specific only to the EPA Brownfields Revolving Loan Fund program to satisfy the agency’s grantee pre-award certification process.
- b) The Piedmont Triad Regional Development Corp. (PTRDC) was awarded a revolving loan fund grant with initial funding of \$1 million for clean-up activities at sites in the Piedmont Triad as well as the regions covered by the Triangle J Council of Governments and the West Piedmont Planning District in Virginia. As awardee, the PTRDC contracts with the PTRC to administer the federal funds.
- c) The addendum clarifies financial processes relating to timekeeping, searching the list of vendors that are suspended and debarred via SAM.gov, and documentation of efforts to solicit Disadvantaged Business Enterprises.
- d) The proposed addendum can be found at www.ptrc.org or by emailing kmitchell@ptrc.org.
- e) Mr. Fleming El-Amin asked to define “disadvantaged businesses.” Mr. Day answered women, veteran and minority owned businesses. Women, veteran, minority owned business. JD
- f) Request to authorize an addendum to the PTRC’s procurement policy specific to the EPA’s Brownfield Revolving Loan Fund program

4) Action Item: Request for authorization to enter into contract with Graham, Midway and Liberty for Local Technical Assistance Projects, Mr. Jesse Day, Regional Planning Director

- a) Graham Small Area Plan Update: The Regional Planning Department requests to enter into contract for planning services with City of Graham to update the demographics section of their existing comprehensive plan. In addition, there are key areas of residential, industrial and commercial growth that will be looked at through the planning process to update land development policies. The contract includes a community survey, public meetings and working with staff and elected officials to create an updated document that reflects changes in the community and future land development vision and policies.
- b) Request for approval to enter into contract providing professional planning services from November 2022 to October 2023 to the City of Graham for \$40,000. The City of Graham approved the contract amount at their October Council meeting.
- c) Midway Subdivision Updates: The Regional Planning Department requests to enter into contract for planning services with the Town of Midway for minor updates to the subdivision regulations. The services will include modifications to the subdivision

ordinance regarding sidewalks, open space, cul-de-sac design and additional design standards determined by staff, planning board and council.

- d) Request for approval to enter into contract providing professional planning services from October 2022 to December 2022 to Midway for \$4,250. The Town of Midway has signed an agreement letter.
- e) Liberty Land Development Plan. The Regional Planning Department requests to enter into contract for planning services with the Town of Liberty from October 2022 to January 2023 to help with demographics, a community meeting survey and compilation of report maps for the Liberty Land Development plan draft. There has been a local effort to complete this plan over the past couple years and PTRC's support will complement the existing work.
- f) Request for approval to enter into contract providing professional planning services from October 2022 to January 2023 to Liberty for \$6,500. The Town of Liberty has signed the agreement letter.

5) Action Item: Request board approval to finalize draft prospectus, MOU with other regions and other project details to utilize the \$1,000,000 in funds from the EPA for the RLF and administer the funds through the Piedmont Triad Regional Development Corporation. The loan requests would be considered for approval by the existing Loan Committee of the Piedmont Triad Regional Development Corporation.

- a) The Piedmont Triad Regional Development Corporation received an award of \$1,000,000 from the Environmental Protection Agency to underwrite loans for brownfield site clean-ups. The region for clean-up loans include the West Piedmont Planning District (WPPD) in Virginia (Martinsville, Danville) and the Triangle J Council of Governments (TJCOG) as well as the Piedmont Triad. The revolving loan fund may utilize sites in our existing program, but also support cleanup of additional sites that have received assessment from other funding sources.
- b) About the Grant: Revolving Loan Fund (RLF) Grants provide funding to capitalize an RLF program. RLF programs provide loans and subgrants to eligible entities to carry out cleanup activities at brownfield sites contaminated with hazardous substances and/or petroleum. Revolving loan funds generally are used to provide no-interest or low-interest loans for eligible brownfields cleanups and other eligible programmatic costs necessary to manage the RLF. In order to create long-term viability of the program, the PTRC intends to loan more than 75% so that the funds revolve back into the program. An RLF grant recipient cannot make a loan or a subgrant to a party potentially liable for the contamination at the brownfield site under CERCLA §107, nor may the RLF grant recipient make a loan or subgrant to clean up a site that it is potentially liable for under CERCLA §107.
- c) Activities Since Receiving the Award
 - i) Developed a draft loan application with required clean-up and owner information.
 - ii) Conducted an RFQ for environmental consulting firms who may be able to assist with necessary brownfield and clean-up regulatory requirements.

- iii) Developed a draft prospectus (see attached information) describing types of assistance, eligibility and other details of the program.
- iv) Working with staff at PTRC, TJCOG and WPPD to market the program and select members for a Brownfield Advisory Group to promote projects.
- d) The draft prospectus can be found online at www.ptrc.org or by emailing kmitchell@ptrc.org.
- e) Request board approval for PTRC staff to finalize draft prospectus MOU with other regions and other project details to utilize the \$1,000,000 in funds from the EPA for the RLF and administer the funds through the Piedmont Triad Regional Development Corporation. The loan requests would be considered for approval by the existing Loan Committee of the Piedmont Triad Regional Development Corporation.

6) Action Item: Request for approval to fund two providers serving five counties at the requested amount to provide Housing and Home Improvement Block Grant services during the period of November 1, 2022- September 30, 2024, Ms. Adrienne Calhoun, Director Area Agency on Aging

- a) Request for Applications (RFA) were put out across the region seeking proposals funded by the American Rescue Plan Act of 2021 (ARPA). ARPA funds provide a unique opportunity to consider needs and service delivery that have the potential to respond to unmet needs of older adults and family caregivers. The Piedmont Triad Regional Council Area Agency on Aging (PTRC AAA) is taking a regional approach in distributing these funds based on the priorities established by the North Carolina Division of Aging and Adult Services.
- b) The RFA was for Housing and Home Improvement (HHI). This service promotes independence and supports aging-in-place and aging-in-community to North Carolina’s seniors, families and persons with disabilities. HHI service identifies health and safety issues affecting the home or areas adjacent to the home and provides needed improvements or home modifications to enhance mobility and security (within funding limits). Service match is not required. The project period for this funding is November 1, 2022 through September 30, 2024. All ARPA funds must be obligated by September 30, 2024.
- c) The following RFA’s were received and accepted.
 - i) Alamance NC Baptist Aging Ministry \$50,000
 - ii) Caswell Caswell Senior Services \$75,000
 - iii) Davidson NC Baptist Aging Ministry \$75,000
 - iv) Guilford NC Baptist Aging Ministry \$75,000
 - v) Randolph NC Baptist Aging Ministry \$75,000
- d) Total Requested: \$350,000
- e) Request for approval to fund two providers serving five counties at the requested amount to provide Housing and Home Improvement Block Grant services during the period of November 1, 2022- September 30, 2024

7) New Business: Nominating Report, Mr. Kevin Austin, Immediate Past Chair

- a) Mr. Kevin Austin reported that the current officers, immediate past chair and two volunteers (Renee Bryant and Darrell Frye) met this morning to discuss 2023 officers.
- b) The current slate of officers is:
 - i) Chairman: Alvin Foster (Yanceyville)
 - ii) Vice Chairman: Don Truell (Davidson County)
 - iii) Treasurer: Marikay Abuzuaiter (Greensboro)
 - iv) Secretary: Mark Richardson (Rockingham County)
- c) Historically officers have served in their official capacity for two years. Due to elections, Mr. Don Truell will not be able to serve as an officer in 2023.
- d) The recommendation from the nominating committee is to elevate Mr. Mark Richardson to Vice Chairman to fulfill County/City bylaw requirements. We also nominate Mr. Rick Morris to serve as Secretary.
- e) The 2023 Recommendation for Officers is:
 - i) Chairman: Alvin Foster (Yanceyville)
 - ii) Vice Chairman: Mark Richardson (Rockingham County)
 - iii) Treasurer: Marikay Abuzuaiter (Greensboro)
 - iv) Secretary: Rick Morris (Stokes County)
- f) Mr. Foster thanked Nominating Committee for their recommendation. Officer Elections will take place at the December Board of Delegates meeting.

8) Roll Call vote for the Above-mentioned Action Items 1-7

- a) A motion was made by Ms. Marikay Abuzuaiter
- b) The motion was seconded by Ms. Peggy Leight
- c) Roll call vote- Ayes: Councilwoman Marikay Abuzuaiter, Commissioner Kevin Austin, Alderwoman Renee Bryant, Council Member Jim Butler, Council Member Jane Cole, Commissioner Carly Cook, Mayor Pro Tem Monta Davis-Oliver, Commissioner Fleming El-Amin, Mayor Alvin Foster, Chairman Darrell Frye, Councilman Victor Jones, Council Member Dwight Lake, Councilman John Larson, Councilwoman Peggy Leight, Alderwoman Yvonne Maizland, Commissioner Rick Morris, Commissioner Scott Needham, Commissioner Damon Prince, Commissioner Mark Richardson, Commissioner John Shaw, Commissioner Don Truell.
- d) Nays: none
- e) Action Items 1-7 are approved.

9) Executive Director's Report, Matthew Dolge, Executive Director

- a) Mr. Dolge thanked everyone for coming out to the NC Zoo for our Awards Presentation. The weather was brisk but it was a great turnout. The award winners were very thankful and the Zoo was a great host. It was a great event!
- b) The Workforce Consortium will meet following this meeting. Randolph, Alamance and Davidson have asked to join our Workforce Board and the Consortium needs to vote on that. We believe this is a great move for our Region.
- c) In October, this board gave approval to move forward with making an offer to church for our expansion. We have made that offer and it is now in the hands of church. We expect to hear back quickly and move through due diligence.

- d) The Administration for Community Living has put together a Community Hub Network. PTRC has been asked to be a part of this network. This will explore contracting with healthcare through collaboration. We will support an individual with the referral process by connecting them with community resources at one central location. Having a seat at the table is an example of the great work our staff is doing. This collaboration will be on a national level.
- e) Our Community Development department had an opportunity to leverage money from the state to help us be more effective. We had about five months to spend \$600,000. This money allowed us to take houses that has been deferred from our Weatherization program and make the necessary repairs that will then make them eligible for Weatherization. For example, we were able to put a new roof on a home and that in turn made it eligible to receive Weatherization services. 50% of all deferrals are due to roofing. In this time of five months, we were able to serve 108 people and we will be able to help them in the future through our Weatherization program. This is a great program and it was successful so we hope it will be available again.
- f) Mr. Michael Blair shared that a couple that had previously received housing services won the Publisher's Clearinghouse. When PTRC employee Mr. John Quiros called to congratulate them, they told him that the services they received from PTRC helped them make a better life.

10) Around the Region

- a) Ms. Marikay Abuzwaiter shared that Gibsonville will honor Mayor Leonard Williams this Saturday by naming their Town Hall after him. There will be a Veteran's Day Parade in Greensboro this Saturday at 12noon.
- b) Mr. Fleming El-Amin encouraged everyone to turn their lights green to honor our Veterans from November 7-13th. County and City buildings will be lit up green and has passed a Resolution to this effect.
- c) Mr. Victor Jones shared that High Point passed the same Resolution. Fox 8 will be sharing a story on the Hero Center on Friday the 11th at 6pm.
- d) Mr. John Shaw announced that the Capitol Christmas tree is making its way through the region and will be in Troy on November 9th.
- e) Mr. Scott Needham invited everyone to the Vintage Market in Pilot Mountain this Saturday at 9am.
- f) Mr. Alvin Foster shared that Yanceyville's tree lighting will be December 2nd and will kick off Christmas in Caswell.
- g) Mr. Fleming El-Amin thanked everyone for the relationships made on this board.

11) Mr. Foster reminded everyone that we will honor outgoing delegates at the December Board of Delegates meeting on December 21st. There being no other business, the meeting was adjourned with general consensus at 12:49 p.m.

Alvin Foster, PTRC Chair

Katie Mitchell, Clerk to the Board