



Board of Directors' Meeting

October 26, 2021 | 10:30 AM

Meeting Location:
Morgan County Board of Education
155 University Drive
West Liberty, KY 41472

Virtual Meeting Link:

<https://us06web.zoom.us/j/88455780271?pwd=YXU1MmpVZGJIQzIma0t2cmc4ZEVPUT09>

Phone Number: 301.715.8592 | Meeting ID: 884 5578 0271 | Passcode: 944161

Meeting Minutes

1. Invocation – Judge Rick Stiltner
Judge Rick Stiltner gave the invocation for the meeting.
2. Pledge of Allegiance to the Flag – Mayor Mark Walter, Chairman
Board members and all guests in attendance joined Chairman Mark Walter in the pledge to the flag.
3. Call to Order – Mayor Mark Walter, Chairman
The meeting was called to order by Chairman Walter.
4. Welcome and Introduction of Staff and Guests – Mayor Mark Walter, Chairman
Chairman Walter welcomed all in attendance and went over various housekeeping items. Everyone in attendance introduced themselves and their affiliation.
5. Roll Call – Mayor Edward Bryant, Secretary
Mayor Edward Bryant, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County

Judge Bobby Rogers
Mayor Gary Hunt

Menifee County

Judge Rick Stiltner
Mayor Edward Bryant
Phyllis Lawson, Citizen Member

Montgomery County

Mayor Al Botts
Taunya Jones, Citizen Member

Morgan County

Mayor Mark Walter
Kyle Risner, Citizen Member

Rowan County

Judge Harry Clark
Mayor Laura White-Brown
Bill Redwine, Citizen Member

Regional Citizen Member

Quentin Murphy, Citizen Member

Ex-Officio Members

Senator Ralph Alvarado
Representative Richard White
Mayor Clayton Neal, City of Camargo

Gateway ADD Staff

Joshua Farrow
Emily Jordan
Olivia Glover
Becky Combs
Jocelyn Gross
Jason Boggs
Robin Purvis
Janet Kelsey
Kayla Ammons
Darrah Carper
Matthew Cooper
Brooke Donahue

6. Board Minutes Review, Discussion, and Possible Action

The September 28, 2021, Board of Directors' Meeting Minutes were presented for consideration. Judge Bobby Rogers moved, and Judge Stiltner seconded that the minutes be approved as presented. Motion carried.

7. Financials

- September 2021 Finance Report – The September 2021 Finance Report was presented to the Board. Judge Harry Clark moved for approval, with a second by Mr. Quentin Murphy. Motion carried.
- September 2021 Fundraising Account Report – The September 2021 Fundraising Account Report was presented to the Board. Mr. Joshua Farrow briefly reviewed the document. Judge Stiltner motioned to accept the fundraising account report as presented. Judge Rogers seconded. Motion carried.

8. Fiscal Year 2021 Audit Presentation

Ms. Lori Dearfield, with Kelley Galloway Smith Goolsby, PSC, presented the Fiscal Year 2021 audit to the Board. Ms. Dearfield provided those Board members in attendance with a hardcopy of the audit and detailed the document. Ms. Dearfield informed the Board that it was a clean audit and that the ADD staff members were cooperative throughout the process. Mayor Bryant moved to approve the audit, with a second made by Ms. Phyllis Lawson. Motion carried.

9. KY Intergovernmental Review Process (KIRP Report/Clearinghouse Projects)

A document was provided to the Board. Mr. Farrow presented and detailed the eight projects found within the KIRP report. The projects included: (1) City of Camargo Transportation Alternatives Program (TAP) application that will extend sidewalk infrastructure approximately 1,300 linear feet (LF) on McCormick Road; (2) City of Mount Sterling Phase III TAP application that will construct approximately 2,325 linear feet of new sidewalk infrastructure on Main Street and North Maysville Street; (3) City of Salt Lick TAP application that will construct approximately 750 linear feet of sidewalk along US 60 to connect KY 211 to the Valero gas station; (4) City of Morehead TAP application that will construct 800 linear feet of shared use path to eliminate the gap on East Main Street and install new signage and pavement markings on 2,900 linear feet of Rodburn Hollow Road; (5) City of Mount Sterling Wastewater Treatment Plant (WWTP) Capacity Upgrade Project will expand the design capacity of the WWTP by 50%, which will take the plant to six (6) million gallons per day with a peak capacity of 16 million gallons per day; (6) St. Claire Health Care proposes to construct a new 10,000 square foot rural health clinic in Morgan County; (7) St. Claire Health Care proposes to replace a 25-year-old HVAC/air handling units throughout the Regional Medical Center; (8) City of Frenchburg proposes to install an emergency backup generator along KY 36, in the Sudith area, near the Bath County line. Judge Stiltner moved to approve the KIRP report, and Judge Clark seconded. Motion carried.

10. Request for Qualifications (RFQ) for Gateway Regional Incubator Center Project

Mr. Farrow informed the Board about the Gateway Regional Incubator Center Project. Mr. Farrow stated that the Gateway Area Development District (GADD) is looking to construct a new regional facility adjacent to the existing GADD office in the MMRC Industrial Park that can be used as a business incubator for startups, provide office space for economic development and workforce-related entities, and have meeting space for local governments and regional meetings. Mr. Farrow explained that this would be a regional facility that all of GADD's member governments would own and be part of. In addition to the local governments, the ADD is looking to partner with the MMRC Industrial Authority, Morehead-Rowan County Economic Development Council, Maysville Community and Technical College, Morehead State University, as well as other economic development and workforce entities. Through various conversations, GADD has identified a need for this type of facility – something that focuses on the trades, communication, cyber security, AgriTech, and Aerospace. Mr. Farrow elaborated that GADD would operate the facility and incubator space, which will ensure the same regional approach is applied to this facility as it is applied to ADD work on a daily basis; it would also enable the ADD to provide mentorship and education to startups. The ADD is looking at submitting an Economic Development Administration (EDA) grant for the project; assuming a coal nexus with Menifee and Morgan Counties, the ADD

would qualify for up to an 80% grant. The ADD has discussed using coal severance and local funds to contribute the 20% match requirement. Regarding personnel to operate the facility, the ADD would pursue an ARC POWER implementation grant that would secure seed funding for five (5) years to help establish the program and prove the benefit to all counties, cities, and communities in the region. Mr. Farrow stated that the ADD had released an RFQ with a due date of November 3, 2021. The selected firm would develop a feasibility study and a preliminary architecture report. The ADD is targeting early 2022 to submit the grant to EDA, pending the result of the feasibility study.

- Approval of RFQ Evaluation Criteria – A document was provided to the Board. Mr. Farrow outlined the document and the evaluation criteria. Judge Stiltner moved to approve the RFQ evaluation criteria as presented. Judge Rogers seconded. Motion carried.
- Appointment of Proposal Evaluation and Management Plan Review Committee – A document was provided to the Board. Mr. Farrow stated that the following individuals have agreed to serve on the Gateway Regional Incubator Center Proposal Evaluation and Management Review Committee: Judge-Executive Bobby Rogers, Bath County Fiscal Court; Mr. Mike Helton, MMRC Chair; Mayor Al Botts, City of Mount Sterling; Mr. Kyle Risner, Morgan County Citizen Member and local business owner; Mr. Russ Ward, Morehead-Rowan County EDC Chair and MCTC President/CEO; Joshua Farrow, Executive Director of the GADD. Mr. Farrow noted that all counties are represented with this committee selection. Mr. Murphy moved to approve the review committee, with a second made by Judge Clark. Motion carried. Mr. Farrow publically thanked those members who agreed to serve on the review committee.

11. Executive Director Report

- Area Development Fund (ADF) Report – A document was provided to the Board. Mr. Farrow stated that nothing has changed since the last Board Meeting in September. Morgan County has approximately \$5,500 remaining to obligate, and the City of Morehead has approximately \$550 obligated to a downtown beautification project. No action was taken.
- Revolving Loan Fund (RLF) Report – A document was provided to the Board. Mr. Farrow noted that the ADD has approximately \$585,000 in loan funds still available.
- RLF De-Federalization Process Complete – In March 2021, the Board approved the de-federalization of GADD’s original Revolving Loan Fund that was awarded in 1985. Mr. Farrow informed the Board that the ADD received word on October 13, 2021, that the de-federalization process is complete. A document was provided to the Board that contained a list of items that EDA has released under its federal interest. Mr. Farrow noted that the prevailing wage for any dollars loaned for a construction project must still be paid. Mr. Farrow also stated that GADD may still be monitored at any time.
- EDA Build Back Better Regional Grant Application Projects – Mr. Farrow explained that GADD had been invited to participate in four EDA Build Back Better Phase I grant applications. Mr. Farrow detailed each proposal that the GADD submitted a letter of support for. (1) Outdoor RIVERS Regional Build Back Better Proposal that was submitted by New River Gorge Regional Development Authority in West Virginia. The project proposes a six-state industry cluster initiative focused on growing the outdoor economy

across Central Appalachia. (2) The State of Kentucky is submitting a Phase I grant application for a proposed R&D facility for the AgriTech industry to be located in the John Will Stacy MMRC Regional Business Park. (3) Lake Cumberland ADD's Phase I application for the Kentucky Wildlands Regional Tourism Cluster Development Project will provide planning and technical assistance by identifying tourism-related infrastructure needs. (4) Kentucky River ADD's South Eastern Kentucky Film Commission Industry Cluster will provide technical assistance to establish a database of filming locations, plans for lodging, equipment, education, and various other needs.

- Gateway Regional Kitchen Back-Up Generator Pledge Statements – During the September Board Meeting, Mr. Farrow discussed that Menifee County Fiscal Court is submitting a FEMA grant to secure funding for a backup generator at the Regional Kitchen. During the meeting, Mr. Farrow mentioned each county and county-seat city contributing \$1,000 for the local match. On October 15, 2021, Mr. Farrow sent out the pledge statements for review and execution. Mr. Farrow thanked everyone for their willingness to partner on such a worthwhile project and to let him know if anyone had any questions or concerns.
- 2023 Multi-Jurisdictional Hazard Mitigation Plan Application Submittal – Mr. Farrow stated that the state hazard mitigation personnel had contacted GADD earlier in the month and requested that GADD submit a 2023 Gateway Multi-Jurisdictional Hazard Mitigation Plan application this calendar year. Mr. Farrow noted that the current plan expires in February 2024. The goal will be for GADD to receive funding in 2022 for the project, with approximately 18 months to complete and receive approval from FEMA for the 2023 plan. Menifee County Fiscal Court has volunteered to be the applicant for the project. GADD will enter into an MOA to complete the project with the Menifee County Fiscal Court.
- Personnel Update – Mr. Farrow informed the Board that GADD had hired Mr. Cody Rayburn as the new ADRC Associate within the Aging Department. His first day was October 18, 2021. Mr. Farrow also noted that the Regional Van Driver resigned earlier in the month. GADD is currently interviewing candidates to fill the position.
- GADD Employee Contact Information Document – A document was provided to the Board. The ADD Employee Contact sheet includes names, phone numbers/extensions, and email addresses.
- Other – In other business, Mr. Farrow informed the Board that GADD's Title VI Plan that was approved during the September meeting had been approved by the Kentucky Transportation Cabinet.

Mr. Farrow noted that he had sent out an email yesterday for GADD's Commitment to Excellence and Founders Awards. Mr. Farrow encouraged Board members to submit their nominations by November 1, 2021.

Mr. Farrow informed the Board that the Menifee County Fiscal Court would be submitting a CDBG application in the amount of \$700,000 for upgrades and an expansion at the Regional Kitchen/Menifee County Senior Center.

Mr. Farrow stated that the ADD would be closed on November 11, 2021, for Veterans Day, November 25 – 26, 2021, for the Thanksgiving Holiday.

The Executive Committee voted to approve the senior centers to open two days per week, on Tuesdays and Thursdays, beginning November 16, 2021.

The Executive Committee authorized GADD staff to pay down the USDA Rural Development loan on the building and property to \$500,000. Mr. Farrow reported that this payment has been processed, and the outstanding balance is now \$501,126.36.

12. Department Impact Reports

- Aging – A document was provided to the Board. Ms. Becky Combs outlined the document and gave updates regarding Gateway ADD’s Aging Department.
- Senior Centers – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding Gateway ADD’s senior centers.
- Planning – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding Gateway ADD’s Planning Department.

13. 2022 County Reapportionment Assistance

Chairman Walter explained that following a decennial Census of the United States, current law outlines that Fiscal Courts will initiate reapportionment proceedings in the year following the Census release. Since the Census was delayed, the reapportionment of commissioner and magisterial districts will begin May 1, 2022. Chairman Walter informed the Board that Ms. Jocelyn Gross and Ms. Robin Purvis, both GADD employees, will be discussing how the ADD can assist in this process and will demonstrate some of the tools and data they have developed.

14. Updates and Announcements

Updates and announcements were made by federal congressional field representatives and state legislators in attendance. Additionally, other state and local updates were made by guests.

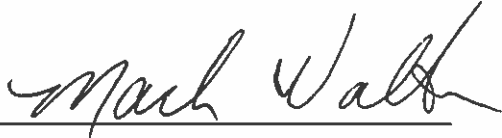
15. Upcoming Regular Session Board of Directors’ Meeting

Chairman Walter announced that the next Board of Directors’ Meeting would take place on November 30, 2021, at 10:30 AM, at the Clay Community Center in Montgomery County.

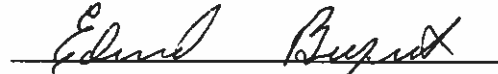
16. Adjournment

With no further business to discuss, Chairman Walter asked for a motion to adjourn. Judge Stiltner motioned, and Judge Rogers seconded. Motion carried.

APPROVED:



Mayor Mark Walter, Chairman



Mayor Edward Bryant, Secretary

11/30/21

Date

11-30-21

Date