



Board of Directors' Meeting

November 30, 2021 | 10:30 AM

Meeting Location:

Clay Community Center
3400 Indian Mound Drive
Mount Sterling, KY 40353

Virtual Meeting: <https://us06web.zoom.us/j/83465929338?pwd=OUV3MXFFNUdKMjBYd0Fod3gwa0JEUT09>
Phone Number: 301.715.8592 | Meeting ID: 834 6592 9338 | Passcode: 791987

Meeting Minutes

1. Invocation – Judge Rick Stiltner
Judge Rick Stiltner was not in attendance; Representative David Hale 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

Mayor Edward Bryant

Montgomery County

Judge Wally Johnson
Mayor Al Botts

Morgan County

Mayor Mark Walter

Rowan County

Judge Harry Clark

Regional Citizen Member

Quentin Murphy, Citizen Member

Bill Redwine, Citizen Member

Ex-Officio Members

Representative David Hale
Mayor Clayton Neal, City of Camargo

Gateway ADD Staff

Joshua Farrow
Emily Jordan
Olivia Glover
Becky Combs
Jocelyn Gross
Jason Boggs
Diann Donaldson
Kayla Ammons
Sandy Davis
Janet Kelsey
Paula Thomas

6. Board Minutes Review, Discussion, and Possible Action

The October 26, 2021, Board of Directors’ Meeting Minutes were presented for consideration. Mr. Quentin Murphy moved, and Judge Bobby Rogers seconded that the minutes be approved as presented. Motion carried.

7. Financials

- October 2021 Finance Report – The October 2021 Finance Report was presented to the Board. Judge Rogers moved for approval, with a second by Mayor Gary Hunt. Motion carried.
- October 2021 Fundraising Account Report – The October Fundraising Account Report was presented to the Board. Mr. Joshua Farrow briefly reviewed the document. Mayor Hunt motioned to accept the fundraising account report as presented. Mayor Bryant seconded. Motion carried.

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

A document was provided to the Board. Mr. Farrow presented and detailed the projects found within the KIRP report. The projects included: (1) Menifee County Fiscal Court – installation of a 100 kW backup generator at the Menifee County Senior Center. Mr. Farrow noted that the project did not meet the benefit-cost analysis, so it will not be moving forward to the next step in the FEMA grant process. The Menifee County Fiscal Court is looking at other options to fund the project. (2) City of Morehead – construction of a new fire station within the City. The proposed structure will be approximately 14,500 square feet, including living/office space and a four (4) bay garage for vehicles and equipment. (3) City of Jeffersonville – Replacement of approximately 10,000 linear feet of three (3)-inch PVC waterline with six (6)-inch PVC waterline along Highway 1050 in Montgomery County. (4) Menifee County Fiscal Court – expansion of the Gateway Regional Kitchen and Menifee County Senior Center facility to meet the increased demand for senior meal and nutrition programs throughout the Gateway region. The project will expand the kitchen and congregate dining areas, as well as purchase new equipment for the kitchen. (5) Montgomery County Sanitation District #2 – rehabilitate the wastewater collection system to address sanitary sewer overflows, bypasses, inflow and infiltration, lift station issues, problem sewer lines, manholes, etc. Mayor Al Botts moved to approve the KIRP report, and Judge Rogers seconded. Motion carried.

9. 2021 Comprehensive Economic Development Strategy (CEDs) Update

A resolution adopting the 2021 CEDs update was provided to the Board. Chairman Walter explained that the updates to the plan include adding 2020 Census data for the counties and updating the project listings. Chairman Walter stated that if the resolution is approved, the plan update would be submitted to the Economic Development Administration (EDA). Chairman Walter added that the 2022 plan revision will be a major update and that Gateway ADD will be working with all of the local officials and various other stakeholders for input in the update. Mayor Bryant moved to approve the 2021 Comprehensive Economic Development Strategy Update, and Judge Wally Johnson seconded. Motion carried.

10. Fiscal Year 2022 Water and Wastewater Project Rankings

The Fiscal Year 2022 Water and Wastewater Project Rankings were provided to the Board. Chairman Walter explained that, per legislation and Gateway ADD's contract with the Kentucky Infrastructure Authority (KIA), each year, Gateway ADD's Water Management Council (WMC) ranks the region's priorities for water and wastewater infrastructure. Projects from each utility are selected for prioritization and go through a scoring process based on approved criteria. Chairman Walter added that how each project scored, on both a county and regional level, has been included on the right side of the ranking sheets provided to the Board. Projects highlighted in yellow have been submitted for the Cleaner Water funding, and projects in red have been newly created in the past year. Chairman Walter informed the Board that the WMC met and approved the rankings on November 18, 2021, and has recommended their approval to the Board. Mayor Bryant moved to approve the Fiscal Year 2022 Water and Wastewater Project Rankings, and Judge Rogers seconded. Motion carried.

11. Gateway Regional Incubator Center Project Update

Mr. Farrow informed the Board that since the last Board meeting in October, the ADD has advertised for a consultant to assist with the feasibility study and other design-related elements of the project,

and the Evaluation Committee recommended MSE of Kentucky, Inc. On November 12, 2021, the Executive Committee met and approved the Evaluation Committee's recommendation. Gateway ADD met with MSE of Kentucky, Inc. on November 19, 2021, and discussed getting started on the feasibility study. The goal is to have the feasibility study completed by the end of December or early January. The results of the study will be shared with the Board, which will then determine the next steps. Mr. Farrow also added that a second location would be included in the feasibility study for Mount Sterling.

12. 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 October. 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 \$590,000 in loan funds still available. Mr. Farrow also informed the Board that Equine Textiles is in default of their loan. The last two payments were received in April and July, and the ADD's attorney sent the company a letter demanding payment earlier this month.
- Personnel Update – Mr. Farrow informed the Board that the Rowan County Senior Center Director position is open. Ms. Sherry Caudill, the former Rowan County Senior Center Director, resigned effective November 22, 2021. ADD staff are talking with the Rowan County Fiscal Court and the City of Morehead about making the position full-time, funded through donations that both the County and the City have donated over the years to make up the difference in going from a part-time to a full-time position. Mr. Farrow also noted that the ADD is still advertising for a Regional Van Driver; this position has been open for a couple of months. Lastly, the ADD has a new Business Support Intern, Ms. Riley Bailey, that started last week.
- Employee Insurances/Employee Handbook Update – Executive Committee Action – Mr. Farrow informed the Board that the Employee Handbook has been updated to include the Health Reimbursement Arrangements (HRA) language that the Executive Committee approved during the October 2021 Executive Committee Meeting. Mr. Farrow explained that full-time regular employees who elect to waive their participation in one of the health insurance plans – because they are covered under a spouse's group health policy or under individual health policy not provided or reimbursed by GADD – may be eligible to participate in the HRA program. GADD will pay 100% of the HRA. Additionally, the update allows part-time employees to participate in dental and vision insurance, but the employee will have to pay 100% of the premiums. Employees will also have the ability to enroll in a Flexible Spending Account (FSA) at the employee's own expense.
- Agency Travel Policies and Procedures Update – Executive Committee Action – Mr. Farrow informed the Board that the Executive Committee approved a revision to the Agency Travel Policies and Procedures. Mr. Farrow stated that the change primarily relates to fleet vehicle assignments, how those assignments are requested from

employees, and fleet maintenance. Additionally, various formatting and restructuring of the document occurred.

- Vehicle Maintenance Plan Update – Executive Committee Action – Mr. Farrow informed the Board that the Executive Committee approved a revision to the Vehicle Maintenance Plan. The only major change to the document was the addition of an annual inspection for each fleet vehicle, and a new vehicle inspection sheet was added to the plan, which is to be completed by a mechanic. Various minor grammatical/formatting changes, as requested by the Kentucky Transportation Cabinet, also occurred.
- Menifee County Fiscal Court Lease Agreement – Executive Committee Action – Mr. Farrow informed the Board that the Executive Committee moved to approve a lease agreement between the Menifee County Fiscal Court and Gateway ADD. Mr. Farrow added that the lease agreements are needed for all of the ADD’s senior center sites for auditing purposes. Mr. Farrow stated that the ADD is working to draft lease agreements for the four (4) remaining sites.
- Water Management Council Executive Report – A document was provided to the Board.
- Regional Transportation Committee Executive Report – A document was provided to the Board.
- Gateway Regional Kitchen Back-Up Generator Project – Mr. Farrow reiterated that the project did not make it to the next round of the FEMA application process. The ADD is hopeful that it can be included in the Menifee County Senior Center/Regional Kitchen Expansion Project.
- Senior Center Operations – Mr. Farrow informed the Board that senior center operations would be continuing as they currently are (in-person congregate on Tuesdays and Thursdays and drive-thru on Mondays and Fridays) throughout the remainder of the calendar year.
- Other – Mr. Farrow stated that Gateway ADD would be closed on December 23, 2021, and December 24, 2021, for the Christmas Holiday, and December 30, 2021, and December 31, 2021, for the New Year’s Holiday.

13. 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.

14. You Decide, Kentucky! Presentation

Chairman Walter introduced the guest speaker, Mr. Neville Blakemore, a You Decide, Kentucky! Board Member. Mr. Blakemore discussed You Decide, Kentucky! and modernizing Kentucky’s Constitution that would give the state legislature new authority to restructure the tax code to provide cities and counties with expanded options to generate revenue.

15. 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.

16. Presentations of Acknowledgements and Awards

Chairman Walter presented the Founders Award to Mayor Edward Bryant, City of Frenchburg. The Founders Award honors former or present Board of Directors and Elected Officials who have made significant contributions to the Area Development District, who exemplify the spirit and ideals of the founders of the organization, and who have rendered distinguished service to the organization and to the counties, cities, and communities they serve within Bath, Menifee, Montgomery, Morgan, and Rowan Counties. Mayor Bryant has served on the Gateway ADD Board of Directors since 2007 and was Chair of the Board during Fiscal Years 2010 and 2015. Mayor Bryant currently serves as the chair of Cave Run Water Commission, a regional water supplier; Chair of the Gateway Area Aging Council; and Vice-Chair of the Gateway Area Water Management Council. It was also stated that Mayor Bryant was instrumental in the expansion of public water throughout Menifee County and is always more than willing to dedicate his time to projects and serve on boards/committees that help his community and region.

17. Upcoming Regular Session Board of Directors' Meeting

Chairman Walter announced that the next Board of Directors' Meeting would take place on January 25, 2022, at the Frenchburg City Hall in Menifee County.


18. Adjournment

With no further business to discuss, Chairman Walter asked for a motion to adjourn. Mayor Botts motioned, and Mr. Murphy seconded. Motion carried.

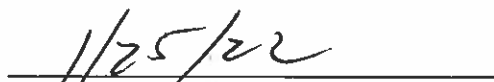
APPROVED:



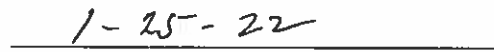
Mayor Mark Walter, Chairman



Mayor Edward Bryant, Secretary



Date



Date