GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

April 25, 2023 | 10:30 AM

Meeting Location:
Gateway Area Development District
110 Lake Park Drive
Morehead, KY 40351

1. Invocation – Judge Rick Stiltner
   Judge Rick Stiltner gave the invocation to the meeting.

2. Pledge of Allegiance to the Flag – Judge Harry Clark, Chairman
   Board members and all guests in attendance joined Chairman Harry Clark in the pledge to the flag.

3. Call to Order – Judge Harry Clark, Chairman
   The meeting was called to order by Chairman Clark.

4. Welcome and Introduction of Staff and Guests – Judge Harry Clark, Chairman
   Chairman Clark welcomed all in attendance and went over various housekeeping items. Everyone in attendance introduced themselves and their affiliation.

5. Roll Call – Judge Jim Gazay, Secretary
   Judge Jim Gazay, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County
Judge Forrest McKenzie
Mayor Gary Hunt

Menifee County
Judge Rick Stiltner
Mayor Edward Bryant
Phyllis Lawson, Citizen Member

Montgomery County
Judge Chris Haddix
Mayor Al Botts

Morgan County
Judge Jim Gazay
Mayor Kyle Risner

Taunya Jones, Citizen Member

Rowan County
Judge Harry Clark

Bill Redwine, Citizen Member

Ex-Officio Members
Representative David Hale

Regina Thomas, Citizen Member

Regional Citizen Member
Quentin Murphy

Gateway ADD Staff
Joshua Farrow
Jocelyn Gross
Jason Boggs
Diann Donaldson
Emily Jordan
Riley Warner
Katie Cartwright
Wendy Crain-Lawson

6. Morgan County Citizen Member Appointment (Fiscal Year 2023)
   Chairman Clark informed the Board that Judge Gazay and Mayor Kyle Risner have nominated Ms. Regina Thomas to serve as the Morgan County Citizen Member to finish out the Fiscal Year 2023 term. Judge Stiltner moved to approve Ms. Thomas as the Morgan County Citizen Member appointment for the remainder of Fiscal Year 2023. Mayor Edward Bryant seconded. Motion carried. Chairman Clark administered the oath to Ms. Thomas.

7. Board Minutes Review, Discussion, and Possible Action
   The February 28, 2023, Board of Directors' Meeting Minutes were presented for consideration. Mr. Bill Redwine moved, and Mayor Gary Hunt seconded that the minutes be approved as presented. Motion carried.

8. Financials
   - March 2023 Finance Report – The March 2023 Finance Report was presented to the Board. Chairman Clark commented that the Executive Committee reviewed the report in detail prior to the Board Meeting. Judge Stiltner moved for approval, with a second by Judge Gazay. Motion carried.
   - March 2023 Fundraising Account Report – The March 2023 Fundraising Account Report was presented to the Board. Mr. Joshua Farrow detailed the document and drew attention to the senior center fundraising accounts. Ms. Phyllis Lawson motioned to accept the fundraising account report as presented. Mayor Bryant seconded. Motion carried.

9. Revolving Loan Fund
   - Morgan County Water District Loan – Chairman Clark informed the Board that the Executive Committee had met prior to the Board meeting and discussed Morgan County

Water District's $150,000 loan through GADD's Economic Recovery Revolving Loan Fund Program, which is due in full on May 4, 2023. It is the Executive Committee's recommendation to the Board of Directors to extend the term of the loan up to 13 years, at the current interest rate of 2.0%, and to begin principal and interest payments in June 2023. If the loan is extended 13 additional years, it will be at its maximum term length of 15 years (loan origination 2021). Mayor Al Botts moved to approve the Executive Committee's recommendation, with a second by Mayor Hunt. Motion carried.

- Montgomery County Sanitation District #2 Loan – No action was taken. Principal and interest payments on the $109,700 loan will begin in June 2023.

10. Revised Fiscal Year 2023 Board of Directors' Meeting Schedule

Chairman Clark stated that the Executive Committee has discussed, and would like to move the June Board of Directors' meeting to Tuesday, June 27, 2023, instead of having it Wednesday, June 28, 2023. The June annual meeting date was originally scheduled on a Wednesday because that was the day the senior centers were closed and staff could attend the meeting. However, after receiving additional funding, all of the sites re-opened to five days per week. Having the meeting on Tuesday, June 27, 2023, will be keeping with the last Tuesday of the month schedule. Mayor Botts moved to approve the date change with a second by Judge Chris Haddix. Motion carried.

11. 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) Rowan County Fiscal Court – The project will conduct historic preservation and renovations to the Morehead Visitor Center, Morehead-Rowan County Chamber of Commerce, and Morehead-Rowan County Economic Development Council, all housed in the historic train depot to restore its structural and architectural integrity and allow it to function as a trailhead for the Sheltowee Trace National Recreation Trail. Estimated project cost is $250,000. (2) City of Mount Sterling – The project will construct approximately 600 linear feet of sidewalk along the west side of North Maysville Road (US 460) from Maysville Avenue (MP 8.919) to the Montgomery County Public Library (MP 9.133). Estimated project cost is $496,808.07. Judge Stiltner moved to approve the KIRP report, and Mayor Hunt seconded. Motion carried.

12. Regional Economic Development (RED) Committee By-Laws Update

A document was provided to the Board. Chairman Clark explained that the Regional Economic Development (RED) Committee focuses on economic activity throughout the region and acts as the Board's loan review committee. The modifications to the by-laws are under Article VII, which adds language to allow for video teleconference meetings. Ms. Taunya Jones moved to approve the modification, with a second by Judge Haddix. Motion carried.

13. Fair Housing Resolution

Chairman Clark stated that all local entities applying for, or receiving federal grants, are required to support and promote Fair Housing. Passing the resolution and declaring April as Fair Housing Month satisfies that requirement. Mr. Quentin Murphy moved to approve the resolution and to appoint

GADD's Executive Director as the organization's fair housing and equal opportunity coordinator. Mayor Risner seconded the motion. Motion carried.

14. Older Americans Month Proclamation

Chairman Clark notified the Board that every May, the Administration for Community Living leads the nation's observance of Older Americans Month. The 2023 theme is Aging Unbound, which offers an opportunity to explore diverse aging experiences and discuss how communities can combat stereotypes. To honor the Aging population in the Gateway region, Mayor Botts moved to approve the presented Older Americans Month Proclamation, and Mayor Risner seconded. Motion carried.

15. Executive Director Report

A document was provided to the Board. Mr. Farrow updated the Board on the following items.

Area Development Fund (ADF) Report – Mr. Farrow stated that the City of Morehead has obligated funds toward the Morehead Women's Park Beautification Project ($549.97). Morgan County Fiscal Court has requested/expended $1,704.96 of their allocation for the fiscal courtroom sound system (balance $3,835.73).

Revolving Loan Fund (RLF) Report – Mr. Farrow informed the Board that GADD has 13 active loans with an outstanding balance of $1,148,192.00. On March 28, 2023, the Executive Committee approved a loan to M & H Enterprises, LLC, in the amount of $100,000.00 to establish a new business venture between the Manning and Hinton families that will create a feed tub manufacturing operation to be located at the Mount Sterling Hinton Mills location. The terms of the loan are a 6.00% fixed interest rate for 10 years. Additionally, as part of the project, GADD applied and was approved for a participation loan from the Kentucky Agricultural Finance Corporation (KAFC) for an additional $437,000.00 for the project. The KAFC loan terms are a 2% fixed interest rate for 10 years; GADD will charge a 0.75% servicing fee on the loan. Taking into account the loan funds committed on March 28, 2023 (above) and previously on November 29, 2022, to Frank Hinton & Sons, Inc. (dba Hinton Mills) in the amount of $150,000.00 to purchase fertilize mixing and hauling equipment, there is currently $50,725.57 available to lend.

Personnel Update – Mr. Farrow stated that Kaitlyn Cartwright was hired as the Disaster Recovery Planner in the Planning Department, effective April 24, 2023. Ms. Katie Bromwell's (Regional Kitchen Cook) last day was April 6, 2023. Ms. Brooklyn Prater, Morgan County Senior Center Assistant, has submitted her letter of resignation, effective May 5, 2023. GADD currently has openings for the positions of GIS Specialist, Project Administrator, Waiver Service Advisor, and Regional Kitchen Cook.

GADD Employee Contact Information Document – The contact sheet was provided to the Board.

Expanded Senior Meal Program (ESMP) Proposal #2 Funding – Mr. Farrow provided an update on GADD's ESMP Proposal #2 and informed the Board that GADD would receive an additional $50,000 toward Proposal #2. To date, GADD has received $1,019,592.56 in ESMP funding.

Fiscal Year 2024 Expanded Senior Meal Program (ESMP) Request – A document was provided to the Board.

5310 Grant Invitation for Bid (IFB) – Mr. Farrow stated that GADD released a second IFB for a new 2023 or current year passenger vehicle for the Morgan County Senior Center. The 5310 grant award is for $42,102.00 dollars, made in early 2021. The City of West Liberty and Morgan County Fiscal Court committed matching funds toward the grant ($4,500.00 each). GADD's Executive Committee opened bids on January 19, 2023. One bid was received for a 2023 Ford Transit Passenger Van from Heritage Ford of Indiana, Inc., in the amount of $64,940.00. GADD has received approval from KYTC to purchase the vehicle and plans to pick it up on Friday, April 28, 2023.

Gateway Regional Kitchen/Menifee County Senior Center Expansion Update – Mr. Farrow updated the Board on the progress made on the project. On February 10, 2023, GADD received a partial shipment of new commercial kitchen equipment. This included two (2) dishwashers, food slicer, planetary mixer, 60" gas range, reach-in refrigerator, ice cream merchandiser, five (5) heated holding proofing cabinets, five (5) microwaves, and a blast chiller freezer. The damaged food slicer has been repaired. The damaged reach-in refrigerator is being replaced. The delivery of the double gas convection and gas Combi oven is anticipated by mid-May. Exterior framing, trusses, and plywood sheathing are in place. A mechanical subcontractor is installing ductwork.

Fiscal Year 2024 Citizen Member Nomination Form – A document was provided to the Board. Mr. Farrow stated that current citizen member appointments expire on June 30, 2023. Nomination forms shall be submitted by the Judge-Executive and County Seat Mayor prior to the June Board of Directors' meeting for Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

Aging Council Member and Officer Appointments – A document was provided to the Board. Mr. Farrow stated that current member and officer appointments expire on June 30, 2023. The Chair of the Board of Directors appoints Chair, Vice-Chair, and Secretary.

Call for Nominations – A document was provided to the Board. Mr. Farrow stated that nominations for the Board of Directors' Founders Award and Gail K. Wright Commitment to Excellence Award will be accepted from April 25, 2023, to May 19, 2023.

Quarterly Committee Day – Mr. Farrow informed the Board that in Fiscal Year 2024, GADD would be shifting to quarterly meeting days where Water Management Council Meetings will begin at 11:30 AM, Regional Transportation Committee Meetings will begin at 12:30 PM, and Aging Council Meetings will begin at 1:30 PM.

Boardroom Upgrades – Mr. Farrow stated that all new furniture, an 85" Samsung monitor, a Logitech camera, and microphones had been installed in the GADD boardroom. Mr. Farrow thanked the City of Frenchburg for assisting in the installation of the items.

Older Americans Month (May) – Mr. Farrow stated that a proclamation template would be provided for the Judge-Executive and Mayor(s) to sign to honor Older Americans Month. Mr. Farrow said that

GADD staff would work with the elected officials to schedule signings at the senior center sites during May.

February 28, 2023, Executive Committee Meeting Minutes – The minutes were provided to the Board.

March 28, 2023, Executive Committee Meeting Minutes – The minutes were provided to the Board.

Water Management Council & Regional Transportation Committee Executive Report (March 16, 2023) – The executive report was provided to the Board.

Aging Council Executive Report – The executive report was provided to the Board.

16. Organizational Impact Reports
    - Aging & Independent Living Department – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding GADD's Aging & Independent Living Department.
    - Senior Centers Division – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding GADD's Senior Centers Division.
    - Planning Department – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding GADD's Planning Department.

17. Guest Speaker – Kentucky Small Business Development Center at Morehead State University
    Chairman Clark introduced the guest speaker, Ms. Rachel Bowling, the Center Director for the Kentucky Small Business Development Center at Morehead State University. Ms. Bowling detailed the services provided by the Small Business Development Center.

18. Updates and Announcements
    Updates and announcements were made by federal congressional field representatives, state officials, and local personnel in attendance.

19. Upcoming Regular Session Board of Directors' Meeting
    Chairman Clark reminded attendees that the next Board of Directors' Meeting would occur on June 27, 2023, at 10:30 AM. This is GADD's Annual Meeting.

20. Adjournment

With no further business to discuss, Chairman Clark asked for a motion to adjourn. Mayor Botts motioned to adjourn, with a second from Mayor Hunt. Motion carried.

APPROVED:

Judge Harry Clark, Chairman

06/27/23
Date

Judge Jim Gazay, Secretary

06/27/23
Date

Mandatory Board Member Training | 12:30 PM

Racial Equity; and Fraud, Neglect, and Exploitation Training

- Waynanne Caudill, Legal Aid of the Bluegrass – Ms. Waynanne Caudill, with Legal Aid of the Bluegrass, gave a presentation on Fraud, Neglect, and Exploitation, as specified within GADD's Aging Contracts.
- Virtual Training – Mr. Farrow stated that the Racial Equity training would be held virtually at a later date.