GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

June 27, 2023 | 10:30 AM

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

Meeting Minutes

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
Taunya Jones, Citizen Member

Rowan County
Judge Harry Clark

Bill Redwine, Citizen Member

Ex-Officio Members
Representative David Hale
Senator Greg Elkins
Mayor Clayton Neal
Mayor Deborah Cole

Morgan County
Judge Jim Gazay
Mayor Kyle Risner
Regina Thomas, Citizen Member

Regional Citizen Member

Gateway ADD Staff
Joshua Farrow
Olivia Glover
Jocelyn Gross
Jason Boggs
Diann Donaldson
Emily Jordan
Regina Thompson
Amber Pitts
Wendy Crain-Lawson
Missy Sorrell
Madison Whitt

6. Board Minutes Review, Discussion, and Possible Action
   The April 25, 2023, Board of Directors' Meeting Minutes were presented for consideration. Judge Stiltner moved, and Judge Gazay seconded that the minutes be approved as presented. Motion carried.

7. Financials
   - May 2023 Finance Report – The May 2023 Finance Report was presented to the Board. Chairman Clark commented that the Executive Committee reviewed the report in detail during the Executive Committee Meeting the previous day. Mayor Gary Hunt moved for approval, with a second by Mayor Edward Bryant. Motion carried.
   - May 2023 Fundraising Account Report – The May 2023 Fundraising Account Report was presented to the Board. Judge Stiltner motioned to accept the fundraising account report as presented. Judge Gazay seconded. Motion carried.
   - Fiscal Year 2024 Budget and Staffing – Executive Committee Recommendation – The Fiscal Year 2024 budget was presented to the Board. Mr. Joshua Farrow detailed the document and stated that the Fiscal Year 2024 budget was the largest GADD has had to date, at $4.4 million. Ms. Phyllis Lawson moved to approve the budget as presented, with a second by Mayor Hunt. Motion carried.

8. Regional Kitchen/Menifee County Senior Center Back-Up Generator Bid
   Chairman Clark informed the Board that the Regional Kitchen/Menifee County Senior Center generator bids were opened the previous day during the Executive Committee meeting. Chairman Clark stated that EVAPAR was the only company that bid the project. The Executive Committee took official action during their meeting and awarded a contract, so no action was taken during the Board of Directors' meeting.

9. Authorize Executive Director and/or Chairman to Execute Fiscal Year 2024 Contracts
   A motion to authorize the Executive Director and/or Chairman to execute contracts for Fiscal Year 2024 was entertained. Mr. Bill Redwine motioned, and Mayor Bryant seconded. Motion carried.

10. Fiscal Year 2024 Board of Directors' Officer/Executive Committee Appointments
    A listing of the Fiscal Year 2024 Board of Directors' Officers/Executive Committee Members was provided to the Board. The listing is as follows:

Chairman:	Mayor Gary Hunt (Bath)
1st Vice-Chairman:	Mayor Edward Bryant (Menifee)
2nd Vice-Chairman:	Mayor Al Botts (Montgomery)
Secretary:	Judge Jim Gazay (Morgan)
Treasurer:	Mayor Laura White-Brown (Rowan)
Immediate Past Chairman:	Judge Harry Clark (Rowan)

    A motion to accept the Fiscal Year 2024 Board of Directors' Officers and Executive Committee was made by Judge Stiltner and Judge Chris Haddix seconded. Motion carried.

11. Fiscal Year 2024 Board of Directors' Citizen Member Appointments
    A document was provided to the Board. The listing is as follows:

Bath County:	Jacky Watson
Menifee County:	Phyllis Lawson
Montgomery County:	Taunya Jones
Morgan County:	Regina Thomas
Rowan County:	William Redwine
Regional:	Quentin Murphy

    Judge Forrest McKenzie moved to approve the recommendations, and Mayor Al Botts seconded. Motion carried.

12. Fiscal Year 2024 Board of Directors' and Executive Committee Meeting Schedule
    A document was provided to the Board. A motion to accept the Fiscal Year 2024 schedule as presented was made by Mayor Botts and seconded by Judge Gazay. Motion carried.

13. 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) City of Camargo – Improve the Camargo Park trailhead parking lot and the drainage and stormwater control on the existing walking trail. The estimated project cost is $250,000. (2) Montgomery County Fiscal Court – Improve the Easy Walker Park trailhead parking lot. Estimated project cost: $312,500. (3) City of Mount Sterling – Construct a natural playground, natural skatepark, and outdoor theatre. Estimated project cost: $500,000. (4) City of Jeffersonville – Resurface 3,100 linear feet of the Jeffersonville Park trail, install new playground equipment, resurface 5,200 square foot parking lot, and pave 4,173 square foot of an existing gravel lot. Estimated project cost: $500,000. (5) Bath County Fiscal Court – Construct four little league baseball fields adjacent to the existing high school baseball, softball, and soccer fields. Estimated project cost: $500,000. (6) Kentucky Transportation Cabinet – Address current roadway deficiencies, improve safety, increase mobility, and promote access and connectivity along KY 36 from the I-64 interchange to the intersection with KY 965 in Bath County. Estimated project cost: $23,520,000. (7) Kentucky Habitat for Humanity, Inc. – Complete repairs to extremely low-income Kentucky households in Rowan, Morgan, Menifee, Magoffin, Elliott, Carter, Bath, Fleming, and Wolfe Counties. Estimated project cost: $300,000. (8) Frontier Housing, Inc. – Project proposes to complete a minimum of 20 homeowner repairs/rehabilitations for very low-income households in the service counties. Estimated project cost: $384,375. (9) Mount Sterling-Montgomery County Airport Board – Construct a three-unit box hanger development at the Mount Sterling-Montgomery County Airport. Estimated project cost: $80,633. Mayor Hunt moved to approve the KIRP report, and Mayor Botts seconded. Motion carried.

14. EDA Revolving Loan Fund Plan Amendment

Chairman Clark stated that GADD received approval from EDA earlier in the morning on the Plan. However, to ensure the board has ample time to review the amendments, the document will be placed on the upcoming meeting agenda for review and approval. No action was taken.

15. Title VI Plan: October 1, 2021 – September 30, 2022 Amendment

Chairman Clark stated that the Fiscal Year 2022 Title VI Plan has been revised to state only the Title VI-protected classes of race, color, and national origin throughout the document. Additionally, the Limited English Proficiency (LEP) section was updated to reflect the most current demographic data for the region. Judge Stiltner moved to approve the amendment, with a second by Judge Gazay. Motion carried.

16. Aging Council Membership and Officer Appointments

A document was provided to the Board for Aging Council appointments for July 1, 2023, through June 30, 2025. Chairman Clark stated that the Chair will be Mr. Bill Redwine, Vice-Chair will be Ms. Barbara Motley, and Secretary will be Ms. Linda Bryant. Mr. Farrow added that Mr. Jason Boggs, Director of Aging & Independent Living, was just notified that Ms. Carolyn Bishop no longer wishes to serve on the Committee, so her replacement will be up for approval during the next board meeting. Judge McKenzie moved to approve the Aging Council membership and Officer appointments, with a second by Mayor Bryant. Motion carried.

17. Executive Director Report

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

Area Development Fund (ADF) Report – The City of Morehead has obligated funds toward the Morehead Women's Park Beautification Project ($549.97). Morgan County Fiscal Court has a balance of $3,807.75 in unobligated funds.

Revolving Loan Fund (RLF) Report – Mr. Farrow informed the Board that GADD has 13 active loans with an outstanding balance of $1,128,901.09. GADD has committed funds/working to close $100,000.00 loan to M & H Enterprises, LLC for a feed tub manufacturing operation (approved March 28, 2023), and a $150,000.00 loan to Frank Hinton & Sons, Inc. (dba Hinton Mills) to purchase fertilize mixing and hauling equipment (approved November 29, 2022). During the April 25, 2023, meeting, the GADD Board of Directors approved a Change in Terms Agreement to extend the Morgan County Water District loan term up to 13 years. On May 8, 2023, the Morgan County Water District Board of Directors voted to extend the loan for a term of two years. Monthly principal and interest payments began June 5, 2023, with a balloon payment due May 4, 2025. There is currently $78,599.75 available to lend in the RLF.

Personnel Update – Mr. Farrow stated that Ms. Jennifer Rayburn, Waiver Service Advisor, resigned effective June 9, 2023. Ms. Riley Hall, Communications & Operations Associate, resigned effective June 9, 2023. Mr. David Leatherwood, Regional Van Driver, resigned effective June 16, 2023. Mr. Travis Kaelin, Project Administrator, has verbally notified GADD of his intent to resign in late August 2023. Ms. Vernell Sheets was hired as the Morgan County Senior Center Assistant, effective June 6, 2023. Ms. Jennifer Highley was hired as a Regional Kitchen Cook, effective June 13, 2023. Mr. Drew Pendleton, former Regional Kitchen Stock Clerk, assumed the position of Regional Van Driver effective June 20, 2023. GADD currently has openings for the positions of GIS Specialist, Project Administrator, Waiver Service Advisor, and Regional Kitchen Stock Clerk.

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

Fiscal Year 2023 Expanded Senior Meal Program (ESMP) & Additional State Funds – A document was provided to the Board.

Gateway Regional Kitchen/Menifee County Senior Center Expansion Update – Mr. Farrow updated the Board on the progress made on the project. Exterior siding and masonry work is in progress. Coolers and freezers are being installed. Drywall and painting are complete. Flooring delivery is anticipated in early July.

READY LDDs Grant – Mr. Farrow informed the Board that GADD is the recipient of a $100,000 REDAY LDDs grant. The grant has a two-year performance period and was announced on May 11, 2023, in Pineville, by ARC Federal Co-Chair Gayle Manchin.

5310 Grant – Morgan County Senior Center Van – Mr. Farrow stated that vehicle inspections and exterior branding have been completed. The vehicle was put into service on June 16, 2023.
2021 Chevrolet Trailblazer – Mr. Farrow informed the Board that the passenger front door was damaged on March 30, 2023, during a home visit. No employee was in the vehicle when the accident occurred; it was noticed later. The vehicle was taken to Dutch's Collision Center and repaired for $1,322.16. GADD filed an insurance claim and received payment (minus the $500.00 deductible), and repairs were completed on June 9, 2023.

SERDI Annual Training Conference – Mr. Farrow stated that he attended the SERDI Annual Training Conference April 30, 2023 – May 3, 2023, in Savannah, Georgia.

April 25, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

May 30, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

Transportation Committee Executive Report – The executive report was provided to the Board.

Water Management Council & Regional – The executive report was provided to the Board.

18. 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.

19. Updates and Announcements
    Congressman Andy Barr, Representative David Hale, Senator Greg Elkins, Commissioner Dennis Keene, Commissioner Victoria Elridge, and state and federal field representatives made comments, updates, and announcements.

20. Presentations of Acknowledgements and Awards
    Mr. Farrow presented the Founders Award to Judge Rick Stiltner. Mr. Farrow stated that 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. Mr. Farrow commented that Judge Stiltner has served on the Board of Directors since 2015 and was Chair from January 2019 through June 2020. He also has served as Chair of the Regional Transportation Committee since 2017. In his professional career, he served for the Kentucky State Police for 25 years, holding nearly every rank in the agency. In 2000 he was

promoted to Lt. Colonel; in 2004, he was promoted to Colonel; and in 2005, he was promoted to Deputy Commissioner – a position he held until retirement in 2007.

Mr. Farrow presented the inaugural Board of Directors Impact Award to the Department for Aging and Independent Living (DAIL). Mr. Farrow commented that the Board of Directors' Impact Award honors an individual(s), a community partner, state agency, or other non-profit organization that has made a profound impact on the GADD region during the fiscal year. This award was created to recognize the vital role others play in the advancement of the region. Awardees are selected based on initiative, leadership, and results that embody co-created partnerships and benefit the GADD region. Mr. Farrow stated that, through requests made to obtain additional Expanded Senior Meal Program funding and state funding to DAIL, GADD received nearly $1,000,000 in additional funds to grow and expand senior-related programs and services throughout Fiscal Year 2023. As a result, the additional funds made it possible for GADD to serve over 106,000 senior meals, which is approximately 37,000 more meals from Fiscal Year 2022.

Judge Stiltner presented Chairman Clark with an honorary gavel and thanked him for his service as Chair of the Board of Directors in Fiscal Year 2023.

21. Swearing in of Fiscal Year 2024 Officers and Citizen Members
    Congressman Andy Barr administered the oath of office to the ADD Board of Directors' Officers/Executive Committee members, Chairman Clark turned the gavel over to incoming Chairman Hunt.

22. Upcoming Regular Session Board of Directors' Meeting
    Chairman Hunt announced that the next Board of Directors' Meeting would take place on August 29, 2023, at 10:30 AM, at the ADD office.

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

APPROVED:

Gary Hunt

Mayor Gary Hunt, Chairman

08/29/2023

Date

Judge Jim Gazay, Secretary

08/29/2023

Date