GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

August 30, 2022 | 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 – Mayor Edward Bryant, 1st Vice-Chairman
   Mayor Edward Bryant, 1st Vice-Chairman, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County	Menifee County
Judge Bobby Rogers	Judge Rick Stiltner
Mayor Gary Hunt	Mayor Edward Bryant
	Phyllis Lawson, Citizen Member

Montgomery County
Judge Wally Johnson
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

Ex-Officio Members
Representative Richard White

Gateway ADD Staff
Joshua Farrow
Jocelyn Gross
Olivia Glover
Jason Boggs
Diann Donaldson
Stephanie King

6. Board Minutes Review, Discussion, and Possible Action
   The June 29, 2022, Board of Directors' Meeting Minutes were presented for consideration. Mayor Gary Hunt moved, and Judge Wally Johnson seconded that the minutes be approved as presented. Motion carried.

7. Financials
   - July 2022 Finance Report – The July 2022 Finance Report was presented to the Board. Chairman Clark commented that the Executive Committee reviewed the report in detail. Ms. Phyllis Lawson moved for approval, with a second by Mr. Bill Redwine. Motion carried.
   - July 2022 Fundraising Account Report – The July 2022 Fundraising Account Report was presented to the Board. Judge Stiltner 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. Joshua Farrow presented and detailed the projects found within the KIRP report. The projects included: (1) St. Claire HealthCare – Project proposes to construct a new healthcare facility in West Liberty at the intersection of West Main Street and River Road. Estimated project cost is $1,500,000. (2) Cave Run Water Commission/Master Meter Change Out Project – Project proposes to replace master meters that are maintained and operated by the Cave Run Water Commission. The project would take place across multiple locations throughout the system. Estimated project cost is $39,585. (3) Morehead Utility Plant Board/MUPB Lead Removal Program: Phase I – Project proposes to replace 2,300 linear feet of water main ranging in sizes from 4-inch to 8-inch along West Main Street in the City of Morehead. Estimated project cost is $555,550. (4) Sharpsburg Water District/Sharpsburg Water Tank Rehab Project – Project proposes to rehab and refurbish the 19,000-gallon Sharpsburg Tank. The proposed refurbishments would

include painting, sandblasting, and recoding the interior of the Sharpsburg Tank. The proposed project would also install new equipment on the tank to improve water turnover to reduce the public health risk of consuming and using stale water. Estimated project cost is $76,513. (5) Morehead Utility Plant Board/MUPB Gas System Improvement Project – Project proposes to replace 11,500 linear feet of existing steel gas mains and install approximately 256 new PE isolation valves, and the acquisition of multiple equipment items for emergency response and project activities. Estimated project cost is $2,193,185.99. (6) City of West Liberty/West Liberty Gas System Improvement Project – Project proposes to replace an aerial steel gas main line with approximately 410 linear feet of 2-inch PE gas main directionally drilled under Caney Creek; replace an existing steel gas main with approximately 200 linear feet of 4-inch PE gas main directionally bored under US 460 at Index; replace an existing steel gas main with approximately 450 linear feet of 4-inch PE gas main directionally bored under the Licking River at West Liberty Road; replace approximately 1,150 linear feet of steel gas main on Keeton Avenue; and replace approximately 450 linear feet of steel gas main with 4-inch PE gas main directionally bored under the Licking River off Riverside Drive. Estimated project cost is $518,725. Judge Bobby Rogers moved to approve the KIRP report, and Judge Stiltner seconded. Motion carried.

9. Title VI Plan Update

   Chairman Clark informed the Board that the October 2021 – September 2022 Title VI Plan has been updated, reviewed by KYTC, and tentatively approved by the Cabinet. Updates to this year's plan include the addition of training dates, revised approval and concurrence dates, and additional information pertaining to staff training; employee names are now listed. Minor grammatical tweaks have occurred, and Section 5.0's header changed from "Title VI Procedures and Compliance" to "Title VI Procedures, Compliance, and Enforcement." A paragraph was also added under section 5.0 to include the ADD's procedures for eliminating discrimination. Judge Stiltner moved to approve the Plan with a second by Mayor Hunt. Motion carried.

10. EDA Revolving Loan Fund Annual Certification Resolution

    A document was provided to the Board. Chairman Clark stated that this document is the annual certification resolution affirming that the Economic Recovery – Revolving Loan Fund (ER-RLF) is being operated in accordance with the EDA-approved RLF plan for Gateway Area Development District. The ER-RLF plan was approved by the Economic Development Administration on July 6, 2020. There have been no changes since that time. Judge Rogers moved to approve the Resolution with a second by Judge Johnson. Motion carried.

11. Organizational Chart and Job Descriptions

    Chairman Clark stated that the ADD, in consultation with the HR consulting firm, HRG, has been working on a recommended organizational chart and job descriptions for the Board to consider for a while. Chairman Clark explained that the ADD is at the point for the Board to review and approve these documents. Mr. Farrow added that the organization chart and job descriptions were emailed to the Board on August 25, 2022. Mr. Farrow stated that the ADD worked closely with HRG to develop a job description template to utilize across the organization, as well as the Department Heads to develop the descriptions. The Executive Committee has been updated and involved in the process throughout the development phase.

Regarding the organizational chart, Mr. Farrow stated that the ADD also worked closely with HRG to develop an easy-to-read organizational chart. Mr. Farrow expounded upon the dotted line in the middle of the chart between the Director of Aging & Independent Living and the Director of Operations. For the positions listed within the dotted area, the Director of Operations oversees the day-to-day management of these positions, but the Director of Aging and Independent Living oversees the entire Aging Program from an Administrative front.

Mr. Redwine moved to approve the organizational chart and job descriptions. Mayor Mark Walter seconded. Motion carried.

12. Cave Run Lake Regional Recreational Plan – ARC Grant Application

Chairman Clark explained that the Department for Local Government has invited the ADD to submit a full Appalachian Regional Commission (ARC) grant application for the Cave Run Lake Regional Recreational Plan. The plan will be used to identify recreational opportunities involving Cave Run Lake for all of the Gateway counties. This will be completed in partnership with the United States Forest Service. This planning initiative is a pre-requisite for any new recreational development on or around Cave Run Lake.

The grant amount will be $520,000, with a 20% local match contribution, of $130,000 (total $650,000). The ADD anticipates that the Forest Service will provide the local match contribution as part of the planning process. However, if the Forest Service is unable to meet the required match contribution, the counties of Bath, Menifee, and Rowan have agreed to contribute the additional cash match.

Mayor Walter motioned to approve the Resolution for the ADD to submit an ARC grant application and to appoint the Executive Director, and successors-in-title, as the official project representative and to execute documents on the organization's behalf. Mayor Bryant seconded. Motion carried.

13. 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 $5,506.92 in unobligated ADF moneys.

Revolving Loan Fund (RLF) Report – GADD has 13 active loans with an outstanding balance of $1,211,751.71. There is currently $215,558.36 available to lend. Equine Textiles, Inc. is in default of its loan. GADD is currently in the process of filing an Agreed Order and Judgement. The document outlines that Equine Textiles, Inc. shall pay $50 weekly. If the company defaults on the Agreed Order and Judgement terms, the outstanding balance of the loan shall become immediately due and payable in full.

Personnel Update – Mr. Canton Lafferty resigned from the position of Regional Van Driver, effective August 19, 2022. Ms. Lisa Martin was hired as a Regional Van Driver through KY Staffing Solutions,

effective August 15, 2022. Ms. Vanessa Frazier was hired to fill the position of Social Services Case Manager, effective August 29, 2022. Mr. David Leatherwood has been hired to fill the position of Regional Van Driver, effective September 6, 2022. Mr. Farrow explained that there are currently two openings within the Planning Department for the positions of Disaster Recovery Planner and Project Administrator.

Mr. Farrow stated that the GADD Employee Contact Information Document could be found within the meeting packet.

Mr. Farrow stated that the Water Management Council/Regional Transportation Committee Executive Report could be found within the meeting packet.

HVAC Unit Replacement – Mr. Farrow informed the Board that the HVAC unit on the top floor of the main office facility was replaced on July 25 and 26, 2022, by Shaw's Heating & Cooling, LLC. The total cost of the replacement was $16,800.

Personnel Policies and Practices – Mr. Farrow stated that following the approval of GADD's Employee Handbook during the June meeting, Hannah Resource Group (HRG), the ADD's HR consultant, provided additional comments on sections, along with additional language that should be added to the document. As a result, changes were made within 1) Equal Employment Opportunity section – language was added regarding employees that believe they have been subjected to unlawful discrimination; 2) No Discrimination and No Harassment section – language was added regarding sexual harassment; 3) Whistleblower Policy section – language was added to include the whistleblower definition; 4) ADA & ADA Amendments Act section – this section was a complete rewrite with HRG language that includes more detailed information on ADA, consideration of applications for employment, employee accommodation, and terms used in the ADA policy; 5) GINA Notice section – this section was added using all HRG language and pertains to the Genetic Information Nondiscrimination Act of 2008. The Executive Committee approved these changes during the meeting earlier today.

Expanded Senior Meal Program (ESMP) Funding – Mr. Farrow informed the Board that the General Assembly allocated $14.4 million in each of the next two fiscal years to expand the senior meal program across the Commonwealth. GADD is meeting with Commissioner Victoria Elridge on September 1, 2022, to discuss innovative ways to expand the senior meal program in the Gateway region and request a portion of the $2.5 million in unallocated funds. GADD received an ESMP allocation of $267,268.56.

Regional Van Purchase – Mr. Farrow stated that the Department for Aging and Independent Living (DAIL) approved the purchase of a 2022 Ford Transit Cargo 150 Low Roof. The vehicle was purchased from Columbus Ford, in Columbus, Indiana, on July 29, 2022. The final purchase price was $48,379.25, and the vehicle will be used to distribute congregate and home delivered meals to senior center sites around the region on a daily basis.

Gateway Area Regional Incubator Update – Mr. Farrow stated that GADD is targeting December 2022 to submit an Economic Development Administration (EDA) grant application to fund the capital construction of a regional incubator facility. The application shall include an Operations and

Maintenance Plan, Management Plan, and Preliminary Architecture Report (PAR). GADD will be seeking $2.5 million in EDA funding at $1 million in ARC funding for the project. The PAR is required for the submittal of an EDA grant application and will be $1,500.00. The Executive Committee approved this expense during the meeting earlier today.

Mr. Farrow stated that Ms. Charlene Engle, Gateway Community Actions' Chief Executive Officer, was presented the Gail K. Wright Commitment to Excellence Award on August 26, 2022. Ms. Engle is the fourth recipient of the award since its establishment in 2019.

14. Department Impact Reports
    - Aging – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding Gateway ADD's Aging Department.
    - Senior Centers – A document was provided to the Board.
    - Planning – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding Gateway ADD's Planning Department.
    - Comprehensive Economic Development Strategy (CEDS) Major Update – A document was provided to the Board. Ms. Stephanie King outlined the CEDS update plan and timeline. She encouraged participation by all of the Board members and local elected officials.

15. Guest Speaker – Brownfield Funding Opportunities through the Bipartisan Infrastructure Law (BIL)
    Chairman Clark introduced the guest speaker, Ms. Kiersten O'Leary, with the Department for Environmental Protection, under the Energy and Environment Cabinet. Ms. O'Leary discussed Brownfield opportunities through the federal Bipartisan Infrastructure Law and grant deadlines.

16. Updates and Announcements
    Updates and announcements were made by federal congressional field representatives and state legislators and local personnel in attendance.

17. Upcoming Regular Session Board of Directors' Meeting
    Chairman Clark Chairman announced that the next Board of Directors' Meeting would take place on October 25, 2022, at 10:30 AM, at the ADD office.

18. Adjournment
    With no further business to discuss, Chairman Clark asked for a motion to adjourn. Mayor Al Botts motioned, and Judge Johnson seconded. Motion carried.

APPROVED:

Judge Harry Clark, Chairman

Mayor Edward Bryant, 1st Vice-Chairman

10-25-22
Date

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