GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

February 28, 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. Swearing in of Newly Elected Board Members
   Chairman Clark administered the oath to the newly elected board members.

6. 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

Rowan County
Judge Harry Clark

Bill Redwine, Citizen Member

Regional Citizen Member
Quentin Murphy

Ex-Officio Members
Mayor Deborah Cole
Mayor Clayton Neal
Mayor Don Lamb

Gateway ADD Staff
Joshua Farrow
Jocelyn Gross
Olivia Glover
Jason Boggs
Diann Donaldson
Emily Jordan
Benjamin Hamm

7. Board Minutes Review, Discussion, and Possible Action
   The December 13, 2022, Board of Directors' Meeting Minutes were presented for consideration. Mayor Gary Hunt moved, and Mayor Al Botts seconded that the minutes be approved as presented. Motion carried.

8. Financials
   - January 2023 Finance Report – The January 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.
   - January 2023 Fundraising Account Report – The January 2023 Fundraising Account Report was presented to the Board. Mayor Edward Bryant motioned to accept the fundraising account report as presented. Judge Gazay seconded. Motion carried.
   - Fiscal Year 2023 Budget Revision – The Fiscal Year 2023 budget revision was provided to the Board. Chairman Clark informed the Board that the revised budget reflects additional grants and actual expenses throughout the first six months of Fiscal Year 2023. Chairman Clark commented that the budget revision was reviewed in detail by the Executive Committee. Judge Stiltner moved to approve the budget revision as presented with a second by Mayor Botts. Motion carried.

9. Area Development Fund (ADF) Report

Chairman Clark reported that there had been no changes to the ADF Report since the last meeting; the City of Morehead has obligated funds toward the Morehead Women's Park Beautification Project in the amount of $549.97, and Morgan County Fiscal Court has $5,506.92 in unobligated funds. Morgan County Judge-Executive Gazay asked the Board to obligate $1,704.96 of Morgan County's funds for a public address (PA) system, to include: PA equipment, cabling, mounting hardware, and labor, for the Morgan County Fiscal Court meeting room. Mr. Quentin Murphy moved to approve the request and obligate the funds with a second by Mayor Hunt. Motion carried.

10. 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) Rowan Water Inc. – The project will install a permanent emergency generator and automatic transfer switch at Rowan Water's main administrative office. Estimated project cost is $150,000. (2) Mount Sterling Water and Sewer – The project will complete an assessment study and design for the Greenbriar Dam Rehabilitation Project. Estimated project cost is $500,000. (3) Levee Road Water Association Inc. – The project proposes to implement a leak detection study, rehabilitations, and meter installations for aging infrastructure in the Association's distribution system. Estimated project cost is $129,262. (4) City of Frenchburg – The project will rehabilitate and refurbish the 100,000 gallon Big Woods Tank located within the system. Estimated project cost is $305,925. (5) Montgomery County Water District #1 – The project will include a feasibility study to determine if the City of Jeffersonville can be a permanent alternative water source. Estimated project cost $129,262. (6) Bath County Fiscal Court – The project proposes to conduct a Sanitary Sewer Feasibility Study for the Sharpsburg area to identify possible options for the expansion of wastewater service to additional customers. Estimated project cost is $76,512. (7) Morehead-Rowan County Airport Board – The project will construct a new community apron and taxiway. Estimated project cost is $1,581,552. (8) Frontier Housing – The project proposes to develop 15 scattered site new homes, which will be purchased by income eligible homebuyer households. The units will be constructed in Frontier's 16 county service area, which includes Bath, Boyd, Bracken, Carter, Elliott, Fleming, Greenup, Lawrence, Magoffin, Mason, Menifee, Montgomery, Morgan, Robertson, Rowan, and Wolfe Counties. Estimated project cost: $3,303,154. (9) City of Owingsville – This project proposes to upgrade the disinfection system at the Owingsville Lagoon Wastewater Treatment Plant and convert the disinfection from chlorine to peracetic acid. Estimated project cost: $76,512. (10) Gateway Area Development District – This project proposes to develop a Gateway Area Business Incubator to assist small businesses to grow and provide business activity contributing value to GADD's service area and other adjoining counties. Estimated project cost: $3,785,000. Judge Stiltner moved to approve the KIRP report, and Mayor Bryant seconded. Motion carried.

11. Organizational Chart Update

Chairman Clark informed the Board that the only update to the organizational chart update is the addition of a Regional Kitchen Stock Clerk position. Mayor Botts motioned to approve the organizational chart as presented. Mayor Hunt seconded. Motion carried.

12. State Fiscal Year 2024 Authorizing Resolution for Sections 5311/5339/5310/5303/5304 Grant Application Under The Infrastructure Investment and Jobs Act

    Chairman Clark stated that, like in previous years, the ADD will be submitting a 5310 grant for a new senior center vehicle. Last year's grant application for a new Rowan County Senior Center van did not get funded; therefore, the ADD will be resubmitting the application during the Fiscal Year 2024 grant cycle. The grant requires a 20% local match, and contributions by the Rowan County Fiscal Court and the City of Morehead will be used for the match. Mayor Botts moved to approve the authorizing resolution, with a second by Judge Gazay. Motion carried.

13. Economic Development Administration (EDA) CARES Act Resiliency Plan Authorizing Resolution

    A resolution adopting the EDA CARES Act Resiliency Plan was provided to the Board. Chairman Clark explained that as part of the EDA COVID-19 funds GADD received over the past two years, a Resiliency Plan was required. Judge Stiltner moved to approve the resolution with a second by Mr. Bill Redwine. Motion carried.

14. Fiscal Year 2023 Water and Wastewater Project Rankings

    The Fiscal Year 2023 Water and Wastewater Project Rankings were provided to the Board. Chairman Clark explained that pursuant to legislation and GADD's contract with the Kentucky Infrastructure Authority (KIA), each year, the Water Management Council 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. How each project scored on both a county and regional level is included on the ranking sheets. These rankings were approved by the Water Management Council on Thursday, November 29, 2022. Mayor Bryant moved to approve the Fiscal Year 2023 Water and Wastewater Project Rankings, and Mayor Hunt seconded. Motion carried.

15. National Social Worker Month Proclamation – March 2023

    Chairman Clark informed the Board that March is National Social Workers' Month. To honor the social work profession and GADD's social workers for their commitment and hard work to the people in the Gateway region, a National Social Worker Month Proclamation was presented to the Board. Judge Stiltner moved to approve the Proclamation with a second by Judge Gazay. Motion carried.

16. Executive Director Report

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

    Revolving Loan Fund (RLF) Report – Mr. Farrow explained that GADD has 13 active loans with an outstanding balance of $1,164,620.12. On November 29, 2022, the Executive Committee approved a loan to Frank Hinton & Sons, Inc. (dba Hinton Mills), in the amount of $150,000.00, to purchase fertilize mixing and hauling equipment to be located at their Mount Sterling location. The terms of the loan are a 5.25% 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 $250,000.00 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 November 29, 2022, there is currently $130,393.65 available to lend.

Personnel Update – Mr. Farrow stated that Ms. Riley Warner was hired as a Business Support Intern (assisting with communications and senior center operations), effective January 9, 2023. Mr. Hayden Smedley joined the organization as an Aging Support Intern, effective January 23, 2023. Mr. Benjamin Smith was hired as a Regional Kitchen Cook, effective February 2, 2023. Ms. Lisa Martin, who was employed through a temporary staffing organization, has been brought on as a GADD employee as the Menifee County Senior Center Assistant, effective February 6, 2023. Mr. Drew Pendleton was hired as a Regional Kitchen Stock Clerk, effective February 15, 2023. Ms. Sophie Austin's (GIS Specialist) last day of employment with GADD was January 31, 2023. Ms. Stephanie King's (Associate Director of Economic Development) last day of employment with GADD was February 17, 2023. Ms. Wendy Crain-Lawson is scheduled to begin work as the Associate Director of Economic Development on March 6, 2023. Ms. Jennifer Rayburn is scheduled to begin work as a Waiver Service Advisor on March 7, 2023. The ADD has openings for the positions of Disaster Recovery Planner, GIS Specialist, Project Administrator, Waiver Service Advisor, and Communications and Operations Associate.

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

Expanded Senior Meal Program (ESMP) Proposal #2 Funding – Mr. Farrow stated that GADD had submitted a second proposal on January 23, 2023, to the Department for Aging and Independent Living (DAIL) for senior center operations. DAIL partially approved the request in the amount of $91,000 to fund GADD's meal deficit. GADD's total ESMP allocation to date is $969,592.56.

5310 Grant Invitation for Bid (IFB) – Mr. Farrow informed the Board 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 is currently working with KYTC and Heritage Ford for approval to award the bid.

Gateway Regional Kitchen/Menifee County Senior Center Expansion Update – Mr. Farrow commented that on February 10, 2023, GADD received a partial shipment of new commercial kitchen equipment. This included two (2) dishwashers, a food slicer, a planetary mixer, a 60" gas range, a reach-in refrigerator, an ice cream merchandiser, five (5) heated holding proofing cabinets, five (5) microwaves, and a blast chiller freezer. The flood slicer and reach-in refrigerator are damaged. GADD is working with the vendor to correct the issues and is still awaiting delivery of the double gas convection oven and gas Combi oven. Mr. Farrow went on to state that the footers and concrete flooring had been poured for the expansion.

Personal Care Attendant Program (PCAP) – Mr. Farrow stated that the contract between GADD and the Cabinet for Health and Family Services (CHFS) was terminated effective December 31, 2022. The program was brought in-house by CHFS. GADD contracted with the Center for Independent Living Options (CILO) as the direct service provider. As of December 31, 2022, GADD's PCAP program covered 23 counties and had 14 active clients.

Joanie Bernard Foundation Grant Update – Mr. Farrow briefed the Board on the grant and provided an update on the progress. The Joanie Bernard foundation partners with local veterinarians to spay and neuter cats in an effort to control the feline population. Dr. Sara Pizano recently completed her second trip to the area and will be recruiting local partners to prepare a grant application/recommendation to submit to the foundation. She plans to have this ready to submit by spring 2023, with a decision from the foundation by fall 2023. If awarded, private practices will be contacted and asked to join the program. Bluegrass and Northern Kentucky ADDs have administered the program for several years. If awarded, GADD would be the recipient of the foundation grant and administer the program on a regional basis.

Fiscal Year 2023 Board of Directors and Executive Committee Schedule – A document was provided to the Board.

January 19, 2023, Executive Committee Meeting Minutes – A document was provided to the Board.

January 31, 2023, Executive Committee Meeting Minutes – A document was provided to the Board.

Board of Directors Proxy Letter Template – A document was provided to the Board.

17. 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. Ms. Jordan's report included a detailed update on the additional ESMP funding.
    - Planning Department – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding GADD's Planning Department.

18. Guest Speaker – Department for Aging and Independent Living (DAIL) Update
    Chairman Clark introduced the guest speaker, Department for Aging and Independent Living Commissioner, Ms. Victoria Elridge. Commissioner Elridge gave the Board an overview of the programs and services provided by DAIL. Commissioner Elridge complimented GADD personnel for their ingenuity in implementing new and innovative senior center-related programs.

19. Updates and Announcements

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

20. Presentations of Acknowledgements and Awards

Mr. Farrow presented the 2022 Employee of the Year award to Mr. Benjamin Hamm. Mr. Farrow commented that in 2022, Mr. Hamm took on the duties of the Water Management Council and the Regional Transportation Committee, while facilitating infrastructure planning, project development, and project administration across the region. Additionally, he took on a significant project load with the state's new Cleaner Water Program, with 22 projects under Round 1, totaling over $6.1 million, and 11 projects under Round 2, totaling over $5.1 million.

21. Upcoming Regular Session Board of Directors' Meeting

Chairman Clark reminded attendees that the next Board of Directors' Meeting would take place on April 25, 2023, at 10:30 AM.

22. Adjournment

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

APPROVED:

Judge Harry Clark, Chairman

04-25-23
Date

Judge Jim Gazay, Secretary

04/25/23
Date