GATEWAY
AREA DEVELOPMENT DISTRICT

Board of Directors' Meeting

October 31, 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 – Mayor Gary Hunt, Chairman
   Board members and all guests in attendance joined Chairman Gary Hunt in the pledge to the flag.

3. Call to Order – Mayor Gary Hunt, Chairman
   The meeting was called to order by Chairman Hunt.

4. Welcome and Introduction of Staff and Guests – Mayor Gary Hunt, Chairman
   Chairman Hunt 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
Jacky Watson, Citizen Member

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

Montgomery County
Judge Chris Haddix
Mayor Al Botts
Taunya Jones, Citizen Member

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

Rowan County
Judge Harry Clark
Mayor Laura White-Brown
Bill Redwine, Citizen Member

Regional Citizen Member
Quentin Murphy, Citizen Member

Ex-Officio Members
Representative Richard White
Representative David Hale
Mayor Deborah Cole
Mayor Clayton Neal

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

6. Board Minutes Review, Discussion, and Possible Action
   The August 29, 2023, Board of Directors' Meeting Minutes were presented for consideration. Judge Stiltner moved, and Mayor Edward Bryant seconded that the minutes be approved as presented. Motion carried.

7. Financials
   - September 2023 Finance Report – The September 2023 Finance Report was presented to the Board. Chairman Hunt commented that the Executive Committee reviewed the report in detail during the Executive Committee Meeting earlier in the morning. Judge Harry Clark moved for approval, with a second by Judge Gazay. Motion carried.
   - September 2023 Fundraising Account Report – The September 2023 Fundraising Account Report was presented to the Board. Mayor Laura White-Brown motioned to accept the fundraising account report as presented. Judge Chris Haddix seconded. Motion carried.

8. Fiscal Year 2023 Audit Presentation
   Ms. Lori Dearfield, with Kelley Galloway Smith Goolsby, PSC, presented the Fiscal Year 2023 audit to the Board. Ms. Dearfield provided the Board with a hardcopy of the audit and detailed a PowerPoint presentation containing the highlights of the audit. Ms. Dearfield informed the Board that it was a clean audit and that the ADD staff members were cooperative throughout the process. Mr. Bill Redwine moved to approve the Fiscal Year 2023 audit, with a second by Judge Stiltner. Motion carried.

9. Board of Directors Conflict of Interest Policy
   A document was provided to the Board. Mr. Joshua Farrow stated that it had been a number of years since the Board had filled out a Conflict of Interest form. Mr. Farrow requested that the Board review and complete the form that was provided within their packet and turn it in before leaving. The forms will be kept on file with the Fiscal Year 2024 documents.

10. KY Intergovernmental Review Process (KIRP Report/Clearinghouse Projects)
    A document was provided to the Board. Mr. Farrow presented and detailed the one project included within the KIRP report. The document included: (1) Rowan Water, Inc. – The project will replace eight creek crossings in various locations of the county that have been exposed and are problematic to the system. The eight replacements are located at: Messer Branch; Dry Branch 1; Dry Branch 2; Lee's Branch; Lee's Branch at the existing Christy Creek BPS; Barricks Curve on Christy Creek; Dry Creek; KY 955. All crossings will be replaced by the directional drill method using HDPE pipe. Estimated project cost is $682,500.00. Mayor Bryant moved to approve the KIRP report, and Judge Haddix seconded. Motion carried.

11. Brownfield Assessment Grant Program
    Mr. Farrow stated that within the meeting packet is a resolution authorizing the organization to submit a Fiscal Year 2024 Brownfield Assessment Grant application in the amount of $500,000.00. If funded, GADD will work with local governments to inventory existing brownfield sites, complete Phase 1 and Phase 2 environmental assessments, and conduct planning and public outreach for potential cleanup throughout the Gateway region. Mr. Quentin Murphy motioned to approve the resolution, with a second by Ms. Jacky Watson. Motion carried. GADD's Fiscal Year 2023 Brownfield Assessment Grant application was not funded.

12. Safe Streets and Roads for All (SS4A) Grant
    - U.S. Department for Transportation SS4A Grant Agreement – A resolution was presented to the Board authorizing GADD to execute the SS4A grant agreement in the amount of $299,614.00. Mr. Farrow noted that the grant is for the Gateway and Buffalo Trace area counties. Judge Stiltner moved to approve, with a second by Mayor Bryant. Motion carried.
    - KYTC Local Match Agreement – A resolution was presented to the Board approving GADD to enter into an agreement with KYTC to provide the $74,903.50 required local contribution for the federal SS4A grant. Judge Clark moved to approve, with a second by Judge Forrest McKenzie. Motion carried.
    - UK Research Foundation Cost Reimbursement Agreement – A resolution was presented to the Board permitting GADD to sign an agreement with the UK Research Foundation, in an amount not to exceed $117,281.00 to provide technical assistance and support to fulfill the needs of the SS4A grant. Judge Gazay motioned to approve, with a second by Ms. Watson. Motion carried.
    - Buffalo Trace ADD Agreement – A resolution was presented to the Board authorizing GADD to enter into an agreement with Buffalo Trace ADD to provide planning services

for their region in an amount not to exceed $25,794.62. Judge Stiltner moved to approve, with a second by Judge McKenzie. Motion carried.

13. Aging Council Membership Appointment – Morgan County

Mr. Farrow informed the Board that Ms. Amanda Fraley had been nominated to serve on the Aging Council as a representative for Morgan County. Mayor Bryant moved to approve the nomination, with a second by Judge Gazay. Motion carried.

14. 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 $3,818.49 in unobligated funds.

Revolving Loan Fund (RLF) Report – Mr. Farrow informed the Board that GADD has 13 active loans with an outstanding balance of $1,091,544.44. There is currently $127,319.81 available to lend in the RLF.

Personnel Update – Mr. Farrow stated that various personnel changes had occurred, which are all outlined in the Executive Director Report document. Mr. Farrow went on to say that there are various vacancies within the organization including Project Administrator: since August 25, 2023; Infrastructure Development Coordinator: since October 15, 2023; ADRC Associate beginning November 3, 2023. GADD is advertising for a Business Services Coordinator (Ashland), Career Center Counselor (Ashland), Director of Career Center Operations, and a Principal/Senior Planner position.

Gateway Regional Workforce Training and Learning Center: GADD's Executive Committee authorized the solicitation (Request for Qualifications) for a consultant to obtain information on a standalone facility next to GADD's existing main office. The proposals were ranked and scored during the Executive Committee Meeting, and MSE of Kentucky, Inc., was selected.

ARC Pre-Applications: Mr. Farrow informed the Board that GADD would be submitting two ARC pre-applications to the Department for Local Government (DLG): (1) Cave Run Lake Regional Recreational Study and (2) Gateway Regional Workforce Training and Learning Center.

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

GADD Facility Sheet – The GADD facility sheet was provided to the Board.

Joanie Bernard Foundation Grant – Mr. Farrow announced that the scoring committee had met earlier in the week and recommended awarding contracts to the two providers that responded to the solicitation. The Executive Committee, which met earlier in the morning, approved the scoring committee's recommendation and approved two agreements. GADD will be issuing another Request for Proposals (RFP) to seek additional providers. The grant performance period is scheduled to begin in January 2024, with the primary service counties being Menifee, Montgomery, and Rowan.

August 29, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

September 26, 2023 Executive Committee Meeting Minutes – The minutes were provided to the Board.

15. 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 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.
    - Workforce Department – Mr. Farrow introduced GADD's new Workforce Development Manager, Ms. Haley Allen.

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 Hunt stated that due to scheduling conflicts, the holiday Board meeting would likely have to be shifted to another day later that week. Mr. Farrow would send out an email to the Board when an alternate date has been identified.

18. Adjournment
    With no further business to discuss, Chairman Hunt asked for a motion to adjourn. Judge Stiltner motioned, and Judge Gazay seconded. Motion carried.

APPROVED:

Gary Hunt

Mayor Gary Hunt, Chairman

12-15-23

Date

Judge Jim Gazay, Secretary

12/15/2023

Date