Gateway Area Development District
Board of Directors' Meeting
February 25, 2025 | 10:30 AM
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Minutes

1. INVOCATION AND PLEDGE OF ALLEGIANCE

Judge Rick Stiltner gave the invocation. Board members, staff, and guests in attendance joined Mayor Al Botts, Chairman, in the Pledge of Allegiance.

2. CALL TO ORDER

The meeting was called to order by Chairman Botts. Board members, staff, and guests introduced themselves and their affiliations.

3. ROLL CALL

Judge Stiltner, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County Members	**Menifee County Members**	**Montgomery County Members**
☒ Judge Forrest McKenzie	☒ Judge Rick Stiltner	☒ Judge Chris Haddix
☒ Mayor Gary Hunt	☒ Mayor Stacy Smallwood	☒ Mayor Al Botts
☐ Ms. Jacky Watson	☒ Ms. Phyllis Lawson	☐ Ms. Taunya Jones
Morgan County Members	**Rowan County**	**Regional**
☒ Judge Jim Gazay	☒ Judge Harry Clark	☒ Mr. Quentin Murphy
☒ Mayor Kyle Risner	☒ Mayor Laura White-Brown	
☒ Ms. Regina Thomas	☒ Mr. Bill Redwine	

4. CONSIDERATION OF MEETING MINUTES

a. The December 6, 2024, Board of Directors' meeting minutes were presented for consideration. Judge Harry Clark moved, and Judge Stiltner seconded that the minutes be approved as presented. Motion carried.

5. FINANCIAL MATTERS

a. January 2025 Finance Report – The January 2025 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Ms. Phyllis Lawson moved to accept the Finance Report as presented, with a second by Mayor Gary Hunt. Motion carried.

b. January 2025 Fundraising Account Report – Ms. Donaldson presented the January 2025 Fundraising Account Report. No questions or concerns were addressed. Judge Chris Haddix made a motion to approve the report as presented. Judge Stiltner seconded. Motion carried.

c. Fiscal Year 2025 Budget Revision – The Fiscal Year 2025 Budget Revision document was provided to the Board. Ms. Donaldson explained that the revised budget reflects additional revenues and actual expenses throughout the first six (6) months of the fiscal year. Judge Stiltner moved to approve the Fiscal Year 2025 budget revision, with a second by Judge Clark. Motion carried.

d. Medicaid Waiver Employee Taxes – Ms. Olivia Glover explained that through an internal audit, potential errors were identified in the Medicaid Waiver (PDS) program employees' tax deductions. GADD is working to review all employees' records. If necessary, corrected W-2s and refund checks will be issued to the impacted employees.

6. KENTUCKY INTERGOVERNMENTAL REVIEW PROCESS (KIRP) REPORT

A document was provided to the Board. Mr. Joshua Farrow presented and detailed the projects included in the KIRP report. The document included: (1) City of West Liberty – The project proposes line replacement/upgrade of problematic sewer lines, repair/removal/installation of manholes, installation of duplex submersible lift station with permanent generator, and completion of I&I inspection with any remaining funds. The estimated project cost is $2,329,364.00. (2) City of Mount Sterling – The "Transforming the Adena Trail: A Community Resilience and Environmental Restoration Initiative" is a comprehensive project aimed at revitalizing the Adena Trail corridor in Mount Sterling. The funds will be allocated to the following key components: Green Infrastructure, Mobility Enhancements, Community Arts Resilience Hub, and Public Engagement and Education. The estimated project cost is $16,320,350.00. (3) Frontier Housing, Inc. – The project proposes to use HOME funds from the US Department of Housing and Urban Development, along with Kentucky state Affordable Housing Trust Fund resources to develop 15 scattered site new homes, which will be purchased by income eligible homebuyer households. The units will be constructed in Frontier's 22 county service area. The estimated project cost is $900,000.00. (4) Mount Sterling-Montgomery County Airport Board – The project includes the reconstruction of Runway 3-21, widening of Taxiway connectors Alpha-1 and Alpha-6, widening of Taxiway Alpha-Terminal Apron connectors, reconstruction/expansion of the North Terminal Apron, replacement of airfield edge lighting and underground cabling for all lights and navigational aids (NAVAIDs), and installation of a new airfield lighting vault building, including new lighting control equipment and current regulating equipment. (5) City of Morehead – The City of Morehead is partnering with Frontier Housing to complete the rehabilitation of the Boodry Place Apartments located at 100 Boodry Place, Morehead. The estimated project cost is estimated at $700,000.00.

7. COMMUNITY WILDFIRE DEFENSE GRANT PROGRAM

A Community Wildfire Defense Grant Program resolution was presented to the Board. Chairman Botts stated that the resolution authorizes GADD to submit a Community Wildfire Defense Grant in the amount of $250,000.00. Since all five GADD counties are considered underserved, there is no local match requirement. Ms. Katie Cartwright outlined the scope of work for the project, which was provided on page 23 of the packet. Judge Clark motioned to approve the resolution with a second by Judge Stiltner. Motion carried.

8. WATER MANAGEMENT COUNCIL OFFICER APPOINTMENTS

A document was provided to the Board that contained the proposed Water Management Council chair and vice-chair appointments. Chairman Botts explained that per the ADD by-laws, the Chair of the Board of Directors shall name the chair and vice-chair of the Council. Chairman Botts stated that Judge Chris Haddix has been appointed chair, and Mayor Stacy Smallwood has been appointed vice-chair through December 2026. Judge Stiltner moved to approve the appointments, with a second by Judge McKenzie. Motion carried.

9. REGIONAL TRANSPORTATION COMMITTEE OFFICER APPOINTMENTS

A document was provided to the Board that contained the proposed Regional Transportation Committee Officer chair and vice-chair appointments. Chairman Botts explained that per the ADD by-laws, the Chair of the Board of Directors shall name the chair and vice-chair of the Committee. Chairman Botts stated that Judge Rick Stiltner has been appointed chair, and he [Mayor Al Botts] has been appointed vice-chair through December 2026. Mayor Hunt moved to approve the appointments, with a second by Judge McKenzie. Motion carried.

10. 2025 HOLIDAY SCHEDULE REVISION

A revised 2025 Holiday Schedule for the organization was provided to the Board. Chairman Botts stated that per policy, GADD follows the state and federal holiday schedules. However, approval is being requested to change the scheduled days off for Christmas from December 25, 2025 (Christmas Day), and December 26, 2025 (the day after Christmas), to December 24, 2025 (Christmas Eve), and December 25, 2025 (Christmas Day). Judge Stiltner moved to revise the schedule as presented. Judge Haddix seconded. Motion carried.

11. NATIONAL SOCIAL WORKER MONTH PROCLAMATION – MARCH 2025

Chairman Botts 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 individuals within the Gateway region, a National Social Worker Month Proclamation was presented to the Board. Judge Haddix moved to approve the Proclamation with a second by Judge McKenzie. Motion carried.

12. AGING COUNCIL

Chairman Botts updated the Board on the Aging Council and its by-laws. Chairman Botts explained that the by-laws were reviewed earlier that morning by the Executive Committee. Mr. Farrow outlined the changes, which include: Section II: Absences and Section III: Compensation and Reimbursement within Article IV, and Section III: Quorum within Article V. Mr. Farrow went on to state that the Chair of GADD's Board of Directors would appoint the Aging Council Chair each term, and that Mr. Bill Redwine had been appointed chair by Chairman Botts. The Aging Council Members for the first term are: Ms. Alice Hedrick (Bath County), Ms. Toni Hunt (Bath County), Mr. Dennis Flannery (Menifee County), Ms. Vanessa Harris (Menifee County), Mr. Henry Wiggington (Montgomery County), Ms. Brenda Ralls (Montgomery County), Ms. Amanda Fraley (Morgan County), Ms. Esther Cane (Morgan County), Ms. Peggy Jones (Rowan County), Ms. Michelle Walters (Rowan County), and Mr. William "Bill" Redwine (Regional Member). The term runs through December 2026.

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 – A document was provided to the Board. No changes have been made.

Revolving Loan Fund (RLF) Report – A document was provided to the Board. Mr. Farrow informed the Board that GADD has 19 active loans with an outstanding balance of $1,969,699.62. There is currently $157,333.00 available to lend in the RLF.

Personnel Update – Mr. Farrow outlined the various personnel changes that occurred, which are all outlined in the Executive Director Report document. Ms. Brenda Williamson's employment as the temporary Montgomery County Senior Center Assistant was extended through March 28, 2025. Ms. Marisa Brown was hired as a Business Services Coordinator – Morehead, effective February 10, 2025. Mr. Benjamin Birchfield was hired as a temporary Project Administrator, effective February 18, 2025, through August 2, 2025. Ms. Kaitlyn Plank, Business Services Coordinator – Morehead, assumed the position of Finance Specialist effective February 2, 2025.

Ms. Samantha Wright, temporary Waiver Finance Assistant, resigned effective December 11, 2024. Ms. Sarah Smith, Career Center Counselor – Ashland, resigned effective December 31, 2024. Ms. Holdyn Morrow-Porter, Career Center Counselor – Morehead, resigned effective January 29, 2025. Ms. Kaitlyn Cartwright, Disaster Recovery Planner, resigned effective February 28, 2025.

Vacancies – Mr. Farrow reviewed the current position vacancies within the organization. GADD is currently seeking a Project Administrator, GIS Specialist, Social Services Advisor, Career Center Counselor – Ashland, Career Center Counselor – Morehead, Communications & Operations Specialist, Receptionist, Waiver Finance Assistant (temporary), and a Montgomery County Senior Center Assistant.

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

Joanie Bernard Foundation Grant – Mr. Farrow informed the Board that GADD was awarded a second-straight Joanie Bernard Foundation grant to spay and neuter cats in the five-county Gateway region ($100,000.00) for calendar year 2025. Four (4) providers have been selected – Animal Care Hospital (West Liberty), Bath Veterinary Clinic, PSC (Owingsville), Gateway Area Humane Society (Mount Sterling), and Woodstock Animal Foundation, Inc. (Lexington).

Operations & Maintenance – Mr. Farrow stated that all ridge caps were replaced on GADD's main office building. Siding on the west end of the main office building was replaced due to wind damage. The agreement with Shaw's Heating & Cooling to drill geothermal wells was fully executed on January 23, 2025. Regarding the Regional Kitchen, Mr. Farrow stated that one fan in the large walk-in freezer stopped working on January 21, 2025. The fan had recently been replaced in December 2024. Another replacement was installed (second replacement not covered under warranty).

Back-Up Generator Installation – Mr. Farrow informed the Board that the Menifee County Fiscal Court has approved a bid of $14,500.00, from Amteck of Kentucky, to install the back-up generator at the Gateway Regional Kitchen/Menifee County Senior Center.

Montgomery County Senior Center – Mr. Farrow stated that the Montgomery County Fiscal Court has approved a bid of $1,994,000.00, from W. Principles, to construct the senior center facility.

Cybersecurity Essentials Training – A flyer was provided to the Board.

2025 County Budget Workshops – A flyer was provided to the Board.

December 6, 2024 Executive Committee Meeting Minutes – The minutes were provided to the Board.

January 28, 2025 Executive Committee Meeting Minutes – The minutes were provided to the Board.

Water Management Council & Regional Transportation Committee Executive Report (December 6, 2024) – The minutes were provided to the Board.

14. ORGANIZATIONAL IMPACT REPORTS

a. 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.
b. 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.
c. Planning Department – A document was provided to the Board. Ms. Gross outlined the document and gave updates regarding GADD's Planning Department.
d. Workforce Department – A document was provided to the Board. Ms. Brittany Layne and Ms. Haley Allen outlined the document and gave updates regarding GADD's Workforce Department.

15. LIFE LEARNING CENTER – MOREHEAD

a. Workforce Recovery Program

Chairman Botts introduced the guest speakers from both the Life Learning Center and UK St. Claire – Ms. Alecia Webb-Edgington, Mr. Gene Detherage, and Ms. Melissa McKenzie. President and CEO of the Life Learning Center, Ms. Webb-Edgington's biography was provided in the Board packet, along with a summary of the Life Learning Center's Workforce Recovery Program.

16. UPDATES AND ANNOUNCEMENTS

a. Federal Partners – Ms. Megan Bankemper, with Senator Mitch McConnell's office, Mr. James Stephens, with Senator Rand Paul's office, and Mr. Craig Shockley, with Congressman Andy Barr's office, provided updates.
b. State Partners – Mr. Brian Blank, with Kentucky Fish and Wildlife Resources, provided an update.
c. Other local partners provided comments.

17. CHAIRMAN'S AND BOARD MEMBERS' COMMENTS

No comments were made.

18. OTHER BUSINESS

No comments were made.

19. UPCOMING BOARD OF DIRECTORS' MEETING

Due to travel arrangements, Chairman Botts discussed changing the April 2025 meeting date. Judge Stiltner moved to reschedule the April 2025 Executive Committee and Board of Directors' meetings to April 23, 2025, at 9:00 AM and 10:30 AM, respectively. Mayor Hunt seconded. Motion carried. The meeting will take place at the GADD main office.

20. ADJOURNMENT

With no further business to discuss, Chairman Botts asked for a motion to adjourn with no further business to discuss. Ms. Lawson motioned, and Judge Haddix seconded. Motion carried.

APPROVED:

Mayor Al Botts, Chairman

4/23/2025

Date

Judge Rick Stiltner, Secretary

4/23/25

Date