**Gateway Area Development District**
**Special Session Board of Directors' Meeting**
**June 24, 2025 | 11:30 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 Chairman Al Botts in the Pledge of Allegiance.

## 2. CALL TO ORDER

The meeting was called to order by Chairman Botts.

## 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 April 23, 2025, Board of Directors' meeting minutes were presented for consideration. Judge Jim Gazay moved, and Mayor Gary Hunt seconded that the minutes be approved as presented. Motion carried.

## 5. FINANCIAL MATTERS

a. May 2025 Finance Report – The May 2025 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Judge Stiltner moved to accept the Finance Report as presented, with a second by Judge Harry Clark. Motion carried.

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

c. Fiscal Year 2026 Budget and Staffing – Executive Committee Recommendation – The Fiscal Year 2026 budget was presented to the Board. Chairman Botts explained that across the top of the budget document are the programs, and along the left side of the document are the revenues and expenses. Mr. Joshua Farrow and Ms. Donaldson reviewed the highlights of the budget. Judge Stiltner moved to approve the budget as presented, with a second by Judge Clark. Motion carried.

## 6. AUTHORIZE EXECUTIVE DIRECTOR AND/OR CHAIR TO EXECUTE FISCAL YEAR 2026 CONTRACTS

A motion to authorize the Executive Director and/or Chairman to execute contracts for Fiscal Year 2026 was entertained. Mayor Hunt motioned, and Judge Gazay seconded. Motion carried.

## 7. FISCAL YEAR 2026 BOARD OFFICERS/EXECUTIVE COMMITTEE APPOINTMENTS

A listing of the Fiscal Year 2026 Board of Directors' Officers/Executive Committee Members was provided to the Board. The listing is as follows:

| | |
|---|---|
| Chairman: | Mayor Al Botts |
| 1st Vice-Chairman: | Judge Jim Gazay |
| 2nd Vice-Chairwoman: | Mayor Laura White-Brown |
| Secretary: | Judge Rick Stiltner |
| Treasurer: | Judge Forrest McKenzie |
| Immediate Past Chairman: | Mayor Gary Hunt |

Chairman Botts reported that the Executive Committee reviewed the terms of the Board of Directors' Officers/Executive Committee Members. The Committee approved to recommend extending the terms of the current Board Officers/Executive Committee Members through December 31, 2025. Chairman Botts reported that the Committee discussed revising the by-laws so that member terms follow a calendar year (January – December) instead of a fiscal year. Judge Haddix moved to approve the presented Fiscal Year 2026 Board of Directors' Officers/Executive Committee Members through December 31, 2025. Mayor Laura White-Brown seconded. Motion carried. A revised copy of the by-laws will be presented at the next Board of Directors meeting.

## 8. FISCAL YEAR 2026 BOARD CITIZEN MEMBER APPOINTMENTS

A listing of the Fiscal Year 2026 Citizen Member appointments 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 Member: | Quentin Murphy |

Judge Stiltner moved to approve the recommendations as presented, with a second by Judge Gazay. Motion carried.

## 9. FISCAL YEAR 2026 BOARD AND EXECUTIVE COMMITTEE MEETING SCHEDULE

A document was provided to the Board. A motion to accept the Fiscal Year 2026 schedule as presented was made by Judge Clark, with a second by Judge Gazay. Motion carried.

## 10. KENTUCKY INTERGOVERNMENTAL REVIEW PROCESS (KIRP) REPORT

A document was provided to the Board. Mr. Farrow presented and detailed the projects included in the KIRP report. The document included: (1) City of Jeffersonville – The project proposes to improve existing park infrastructure through the resurfacing of the aging walking trail and parking areas, installation of additional amenities, and construction of water service lines for new hydration features. The estimated project cost is $385,000.00. (2) Montgomery County Fiscal Court – This Phase I project focuses on improvements at Easy Walker Park trailhead, including, parking lot upgrades, stormwater management enhancements, surface repairs, and design and planning for a Phase II project. The estimated project cost is $466,670.00. (3) West Liberty-Morgan Airport Board – The project proposes to remove trees located within the 20:1 Part 77 approach surfaces to Runway 7-25. Trees will be hand cut, removed, and stumps ground to existing grade. The estimated project cost is $500,000.00. (4) City of Morehead – This project proposes to complete the Triplett Valley Trail Improvement Project to enhance accessibility, safety, and connectivity within the community's growing recreational trail system. The estimated project cost is $772,000.00. Judge Stiltner moved to approve the KIRP report, and Mayor Hunt seconded. Motion carried.

## 11. 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 $1,897,469.33. There is currently $226,751.49 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. Kelsey Bentley was hire as a Career Center Counselor – Morehead, effective May 12, 2025. Mr. Dustin McGlone was hired as the Waiver Finance Specialist effective May 14, 2025.

Mr. Krimsen Knowles, Project Administrator, resigned effective May 28, 2025. Ms. Hannah Day, Career Center Counselor – Ashland, resigned effective June 4, 2025. Ms. Vanessa Frazier resigned effective June 6, 2025. Mr. Ethan Brown, Infrastructure Development Planner, resigned effective June 13, 2025.

Vacancies – GADD is currently seeking a Workforce Development Manager, a Principal/Senior Regional Planner, a Career Center Counselor – Ashland, a Social Services Case Manager, and a Montgomery County Senior Center Assistant.

EPA Brownfields Assessment Grant Award – A document was provided to the Board. GADD received a Regional Assessment grant award for $500,000.00.

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

Joanie Bernard Foundation Grant Report – A document was provided to the Board. Mr. Farrow noted that 105 procedures for the project were completed during May.

Operations & Maintenance – Mr. Farrow stated that the geothermal well drilling project for the HVAC system is complete. GADD's main office parking lot was sealed and striped over Memorial Day weekend. The Boardroom hardwood flooring was installed on May 28, 2025. The siding on the west end of the building had to be re-repaired, but it was covered under warranty from a previous repair. The ridge cap of the roof on the east end of the building had to be re-repaired, but it was covered under warranty from recent repairs. The Rowan County Fiscal Court/Jail Inmates trimmed trees and cut one tree down at GADD's main office.

Montgomery County Senior Center – Mr. Farrow updated the members that the exterior masonry work is complete, and soffit and fascia is being installed. Drywall is being installed within the interior of the building.

Rowan County Senior Center – Mr. Farrow stated that site work is underway; the concrete slab has been poured.

Staff Retreat – Mr. Farrow reported that GADD hosted its first organization-wide staff retreat on May 30, 2025, at the Morehead Conference Center. In addition to staff team building exercises, presentations included, (1) a History of Area Development Districts, (2) Professionalism in the Workplace, and (3) Cyber Security Basics.

## 12. 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. Jocelyn 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 outlined the document and gave updates regarding GADD's Workforce Department.

## 13. UPDATES AND ANNOUNCEMENTS

Updates and announcements were provided by federal, state, and local partners in attendance.

## 14. CHAIRMAN'S AND BOARD MEMBERS' COMMENTS

Chairman Botts thanked the Board and the GADD employees for their hard work and dedication this past fiscal year.

## 15. OTHER BUSINESS

No comments were made.

## 16. ACKNOWLEDGEMENTS AND AWARDS

Commissioner Victoria Elridge with the Department for Aging and Independent Living presented Veteran Friendly Senior Center Certificates to the Bath, Menifee, Montgomery, Morgan, and Rowan County Senior Centers, as well as to the Gateway Area Development District. These certificates recognize their successful completion of the program and their continued role as Ambassadors, providing support to Kentucky Veterans and their families.

Judge Stiltner presented the Founders Award to Judge Clark. 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.

Chairman Botts, and former GADD Executive Director, Ms. Gail Wright, presented the Gail K. Wright Commitment to Excellence Award to Senior Advisor to Governor Andy Beshear, Mr. Rocky Adkins. The Gail K. Wright Commitment to Excellence Award represents the highest honor that the Board of Directors bestows, when deemed appropriate, to Elected Officials and Community Leaders to recognize outstanding work and commitment to regionalism, service, or who personifies the mission of the organization.

Chairman Botts presented the Chairman's Impact Award to Congressman Andy Barr. The Chairman's Impact Award honors an individual, a community partner, or other non-profit agency/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 GADD region, and are selected based on initiative, leadership, and results that embody co-created partnership and benefit to the GADD region.

## 17. SWEARING IN OF FISCAL YEAR 2026 OFFICERS AND CITIZEN MEMBERS

Senior Advisor Adkins administered the oath of office to the Fiscal Year 2026 Board of Directors' Officers/Executive Committee members and Citizen Members

## 18. UPCOMING BOARD OF DIRECTORS' MEETING

a. Chairman Botts announced that the next Board of Directors' Meeting would take place on August 26, 2025, at 10:30 AM, at the ADD office.

## 19. ADJOURNMENT

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

APPROVED:

Mayor Al Botts, Chairman

8-26-2025
Date

Judge Jim Gazay, 1st Vice Chairman

08/26/2025
Date