Gateway Area Development District
Board of Directors' Meeting
August 26, 2025 | 10:30 AM
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Minutes

1. INVOCATION AND PLEDGE OF ALLEGIANCE

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

2. CALL TO ORDER

The meeting was called to order by Chairman Botts.

3. ROLL CALL

Judge Forrest McKenzie, Treasurer, 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 June 24, 2025, Board of Directors' meeting minutes were presented for consideration. Ms. Phyllis Lawson moved, and Judge Chris Haddix seconded that the minutes be approved as presented. Motion carried.
b. A revision to the February 25, 2025, Board of Directors meeting minutes were presented for consideration. Judge Harry Clark motioned to approve the revision, with a second by Mr. Bill Redwine.

5. FINANCIAL MATTERS

a. July 2025 Finance Report – The July 2025 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Mayor Laura White-Brown moved to accept the Finance Report as presented, with a second by Judge Clark. Motion carried.
b. July 2025 Fundraising Account Report – Ms. Donaldson presented the July 2025 Fundraising Account Report. No questions or concerns were addressed. Judge Jim Gazay made a motion to approve the report as presented. Ms. Taunya Jones seconded. Motion carried.

6. BY-LAWS REVISION

Chairman Botts informed the Board that there is a proposed revision to the by-laws regarding the appointment of Citizen Members to the Board. The change would move the appointment from the Annual Meeting in June to a meeting in December. As a result, the one-year terms for Citizen Members would run from January through December. Chairman Botts went on to explain that there is a proposed revision concerning the appointment of Board Officers/Executive Committee members. This change mirrors the Citizen Member proposal, with appointments occurring at a December meeting, with terms also running from January through December. A red line version of the by-laws were provided to the Board for review. Judge Gazay moved to approve the changes, as outlined in the redline version, with a second by Judge Haddix. Motion carried.

7. FISCAL YEAR 2026 BOARD OFFICER/EXECUTIVE COMMITTEE VACANCY/APPOINTMENT

Chairman Botts stated that with Judge Stiltner resigning at the end of the month, the Secretary position on the Board, and the corresponding seat on the Executive Committee, will become vacant. In similar situations, the Board has historically maintained county representation on the Committee by appointing the longest-serving elected official from the affected county to fill the vacancy. A document was provided to the Board with a proposed updated list of the Board Officers and Executive Committee members, effective September 1st through December 31st. The positions of Chairman, 1st Vice Chairman, 2nd Vice Chairwoman, and Immediate Past Chairman will remain unchanged. Under the proposed updates, Judge McKenzie will assume the role of Secretary, and Mayor Smallwood will be appointed as Treasurer. Ms. Lawson moved to approve the proposed list of Board Officers and Executive Committee members, with a second by Mr. Redwine. Motion carried.

8. 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) Morgan County Water District – The project proposes to expand water service to 69 currently unserved households across various regions of Morgan County. The project will involve the construction of approximately 55,000 linear feet of PVC waterline, using various pipe sizes to ensure optimal water distribution. The estimated project cost is $3,286,800.00. (2) May Commercial Group, Inc. – The project proposes to provide 68 affordable housing units for renters making on average 60% of the Area Median Income. The total estimated project cost is $16,428,885.00. (3) Frontier Housing – The project proposes to continue the development of a housing community of at least six (6) sing family units to be located on approximately two (2) acres of vacant land at the end of Rodburn Hollow Road in Morehead, Rowan County, Kentucky. The total estimated project cost is $1,250,000.00. Judge Clark moved to approve the KIRP report, and Judge Gazay seconded. Motion carried.

9. EDA REVOLVING LOAN FUND ANNUAL CERTIFICATION RESOLUTION

A document was provided to the Board. Chairman Botts stated the resolution is an annual certification 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 last updated via a plan amendment on July 25, 2023. Judge McKenzie moved to approve, with a second by Judge Haddix. Motion carried.

10. 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 $1,863,432.57. There is currently $250,433.27 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. Mr. Benjamin Birchfield assumed the position of Project Administrator,

effective June 23, 2025 (was full-time temporary). Ms. Kenzie Kohrs', GIS Specialist, temporary employment was extended through December 31, 2025. Ms. Rose Fryman was hired as a Business Support Intern I, effective July 9, 2025, through August 15, 2025. Ms. Kylie Brown was hired as the Social Services Case Manager, effective July 14, 2025. Ms. Angela Kinney was hired as the Career Center Counselor – Ashland, effective August 13, 2025.

Ms. Kesley Bentley's, Career Center Counselor – Morehead, last day of employment was August 8, 2025.

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

Planning Department Equipment Update – Purchased DJI Matrice 4E drone. Training session conducted with five GADD employees on July 22, 2025. Multiple GADD employees will begin working to obtain their FAA drone license/certification. Purchased Trimble R580 GPS receiver for infrastructure data collection.

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.

Back-Up Generator Installation – Mr. Farrow stated that the generator at the Gateway Regional Kitchen is installed and the start-up has been initiated.

Montgomery County Senior Center – Mr. Farrow updated the members that the exterior is substantially complete, and the interior flooring and finish work is being completed. The tentative ribbon cutting is scheduled for Monday, September 29, 2025.

Rowan County Senior Center – Mr. Farrow stated that trusses and shingles have been installed, insulation and sheetrock installation has started, and the water service has been installed.

11. 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.

12. UPDATE ON KENTUCKY'S PRE-K FOR ALL INITIATIVE

Mr. Sam Flynn, Executive Director for Kentucky's Pre-K for All Initiative and Special Advisor to Governor Beshear, provided and update on the state's Pre-K For All Initiative.

13. UPDATES AND ANNOUNCEMENTS

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

14. OTHER BUSINESS

Chairman Botts stated that beginning in Fiscal Year 2026, we will recognize and celebrate employee milestone work anniversaries during Board of Directors meetings. Anniversaries will be celebrated at the one, three, five, 10, 15, 20, and 25-year marks. For the months of July and August, we have six employees reaching milestones. Hannah Baker (one year), Valerie Cotten (one year), Kevin Davis (one year), Regina Thompson (3 years), Robin Purvis (five years), and Jason Boggs (20 years).

15. UPCOMING BOARD OF DIRECTORS' MEETING

a. Chairman Botts announced that the next Board of Directors' Meeting would take place on October 28, 2025, at 10:30 AM, at the ADD office.

16. ADJOURNMENT

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

APPROVED:

Mayor Al Botts, Chairman

Judge Forrest McKenzie, Secretary

9-19-25
Date

9-19-25
Date