

## PURCHASE AREA DEVELOPMENT DISTRICT

### BOARD OF DIRECTORS MEETING

April 22, 2019

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The Purchase Area Development District Board of Directors met on Monday, April 22, 2019, at 3:00 p.m., in the conference room of the PADD office. Board members in attendance (asterisk denotes absence):

Ballard  
Judge/Executive Todd Cooper  
Cathy Pigg, proxy for Mayor David Phillips  
Justin Puckett\*

Graves  
Richie Galloway  
Mayor Kathy O’Nan  
Mayor Charles Shelby\*  
Tamie Johnson  
Pete Galloway\*  
Deric Todd

Calloway  
Judge/Executive Kenny Imes  
Mayor Bob Rogers\*  
Sue Outland  
Mark Manning\*

Hickman  
Judge/Executive Kenny Wilson, Vice-Chair  
Mayor Fred Cox\*  
Judy Stephens  
Howard Dillard

Carlisle  
Judge/Executive Greg Terry, Treasurer  
Nancy Henley  
Bill Fraser

Marshall  
Judge/Executive Kevin Neal\*  
Mayor Rita Dotson, Secretary  
John Ward  
Danny Holt

Fulton  
Judge/Executive Jim Martin  
Mayor David Prater\*  
James Adams, proxy for Mayor Heath Carlton  
Perry Turner  
Greg Curlin

McCracken  
Judge/Executive Craig Clymer\*  
Mayor Brandi Harless\*  
Frances Hamilton\*  
Arthur Boykin, Chairman  
Lee King  
Pam Wright  
Bill Bartleman\*

#### Guests Present:

Martie Wiles, Congressman Comer’s office  
Morgan Alvey, Senator Mitch McConnell’s office  
Rebecca Rittenhouse, Governor Bevin’s office  
Shawn Miller, DLZ  
Mary Anne Medlock, West Kentucky Workforce

Steve Thurman, Barren River ADD, Chairman  
Eric Sexton, Barren River ADD Executive Director  
Caleb Speck, Barren River ADD, Executive Assistant  
Emerson Goodwin, KY Care  
Wendy Baxter, Sullivan University

## I. CALL TO ORDER

Mr. Arthur Boykin, Chairman of the PADD Board of Directors, called the meeting to order at 3 PM and introduced the proxies and guests. Chairman Boykin then asked everyone to stand and join him in the Pledge of Allegiance to the American flag.

## II. OLD BUSINESS

- A. Chairman Boykin asked for approval of the March 25, 2019, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, Judge/Executive Greg Terry seconded, and the motion passed unanimously.**

- B. Chairman Boykin next called on government officials for remarks. Ms. Morgan Alvey from Senator Mitch McConnell's office; Martie Wiles, from Congressman Jamie Comer's office; and, Rebecca Rittenhouse, from Governor Matt Bevin's office, all made remarks.

Chairman Boykin then reported on Committee Maintenance. He explained that the PADD Bylaws state the PADD is to convene a Selection Committee each year to fill and/or certify the membership of ADD committees and task forces. The Selection Committee is made up of the officers of the Board and chairpersons of all committees and task forces and it's chaired by the Vice-Chairman of the Board. He announced this year's Selection Committee membership would include: Judge Cooper, Judge Imes, Judge Terry, Judge Martin, Judge Wilson, Lee King, Frances Hamilton, Mayor Dotson, John Ward and Arthur Boykin. Chairman Boykin asked Judge Wilson to call a meeting of the committee prior to the June 24<sup>th</sup> Board meeting, so that the PADD board can certify all new board and committee appointments to be official July 1<sup>st</sup>. He further reminded the Board that they would not meet in May, but that PADD staff will be visiting with each local official to gather their appointments for consideration in June.

- C. Chairman Boykin called on Ms. Beth Caldwell, the PADD's Associate Director of Finance, who summarized the Budget-To-Expense Report for the month of March 2019.
- D. Chairman Boykin called on Judge Kenny Wilson for the PADD Personnel & Finance Committee report. Judge Wilson shared that the Committee met on April 22<sup>nd</sup>, at 2 pm at the PADD office, and reviewed the Executive Director's monthly travel voucher, timesheet, office credit card bill, and the 12-page monthly budget-to-expense report.

Next, Judge Wilson reported that 2 contracts, requiring no full board action, were signed during the month. He called on Ms. Ann Ponder Simpson and Mr. Stacey Courtney to explain the contracts. Ms. Simpson gave an overview of 1 contract modification for the FY19/20 Medicaid Aging and Disability Resource Center (ADRC), funded by the Cabinet for Health and Family Services, Department for Aging and Independent Living. Next, Mr. Courtney gave an overview of the Community Development Block Grant for LaCenter,

Kentucky, funded by Department for Local Government in the amount of \$35,000, with operating dates of April 2019 - December 2021.

Next, Judge Wilson called on Ms. Jennifer Beck Walker, Executive Director, to provide an update on the Joint Funding Administration (JFA) contract. Ms. Walker began by drawing everyone's attention to the screen, and pages 11-19 of the online packet, for copies of the correspondence the Board directed Ms. Walker, last month, to send to the Department for Local Government (DLG) regarding the Purchase FY19 Joint Funding Administration (JFA) contract. The Commissioner and Ms. Walker corresponded via e-mail on Monday, April 22, where Ms. Walker again asked the Commissioner if the Purchase could expect to receive a new contract with the same language that KIPDA received in their contract. The Commissioner directed Jennifer to her correspondence of April 12<sup>th</sup>, found on the screen and on pages 26-31 of the online packet. Ms. Walker followed up and asked a third time if the Purchase could expect the new contract to include the new language, and there had not yet been a response. Then, Ms. Walker directed the group back to the screen and page 20 of the online board packet, which included information regarding the Governor's Veto of HB268 and the resulting legislative override, found on the screen and on pages 24 & 25 of the online packet. Ms. Walker reminded everyone that HB268 removed language from the Area Development Fund (ADF) section of the budget bill that required a "dollar for dollar" match of federal funds. She explained that this language was what DLG used to make the match *first* and then only use the formula on the smaller pot of dollars that remained. It was this language that created the big swing of funds from the west to the east, as seen on the screen and on page 23 of the online packet. Ms. Walker said that helped explain the letter on pages 21 & 22 of the online packet that was sent to the Governor from the east KY ADDs. The ADDs in the East did not want to lose the additional funds they received in FY17 & FY18 and; additionally, the non-ARC ADDs since have learned that ARC funds only require a 20% match, and Kentucky has been providing a "dollar for dollar" match all along. Ms. Walker shared that, despite the ADD division and drama, they are working to create a path-forward and determine how best to allocate remaining FY19 JFA dollars.

Ms. Walker directed attention to a handout that summarized the information. She noted the first column, next to the ADD name, was the FY19 JFA budget allocations provided by DLG in December; Column 2 included the totals from the 1<sup>st</sup> & 2<sup>nd</sup> quarter invoices; Column 3 showed what the allocations should have been by the legislatively approved formula; and then, column 4 showed the balance available for the 3<sup>rd</sup> & 4<sup>th</sup> quarters. Ms. Walker stated that this would get the ADDs to the new FY19 JFA amount found in column 5, where the Purchase would receive \$179,224.10, or an increase of \$18,017.45. Ms. Walker said that the FY20 allocation next year *should be* the full \$197,241.55.

Ms. Walker explained that in the Commissioner's April 12<sup>th</sup> letter, she asks, "...that the chairpersons and executive directors of the fifteen area development districts tender...a unanimous written direction for how these remaining JFA funds are to be allocated." Ms. Walker asked the Chairman if the Board would approve the proposed formula for the distribution of the remaining 3<sup>rd</sup> & 4<sup>th</sup> quarter FY19 JFA funds. **Judge Terry made the motion to approve the proposed formula for the distribution of the remaining 3<sup>rd</sup> and 4<sup>th</sup> quarter FY19 JFA funds, Judge Wilson seconded the motion and it passed unanimously.** Ms. Walker again, thanked the Purchase legislators for fixing the imbalance in the distribution of the JFA funds and encouraged the Board members also to please let them know how much this was appreciated.

Next, Judge Wilson shared that on page 34 and 35 of the online-packet, and shown on the screen, was the schedule for the Board Training requirement that is part of the contact with the Department for Aging and Independent Living (DAIL). Judge Wilson shared that 20 board members participated in the training, leaving 16 that need to schedule to take the training. He asked the Board members who had not yet participated to please mark their calendars for one of the remaining dates or make plans to participate in the 3 separate, 1-hour webinars.

Judge Wilson shared that during the Board Training, the PADD learned they were out of compliance with new non-profit regulations, passed in 2018, regarding the use of proxy votes. The PADD is both Special Purpose Governmental Entity and a 501(c)3 non-profit and, as such, the PADD has to follow the rules of both. The PADD attorney from KKHB has advised the PADD to update the Bylaws to remove the use of proxies, but to allow members instead to conference-in to the PADD meetings via telephone or Skype. Ms. Walker provided a draft of these proposed updates of the PADD's Bylaws for the board members to review in May, so that the board can vote on them at the June 24<sup>th</sup> meeting. Judge Wilson reminded the board that the 4<sup>th</sup> Monday in May is Memorial Day and there will be no Board meeting scheduled. Judge Wilson encouraged everyone to review the PADD's Bylaws, located on the PADD website at [www.purchaseadd.org](http://www.purchaseadd.org), to see if there are any other amendments that need to be considered in addition to the proxy issue, and if so, to please contact Jennifer.

In conclusion, Judge Wilson shared that the Personnel and Finance Committee had received no Code of Ethics Violations to report.

### III. NEW BUSINESS

#### A. STANDING COMMITTEE

##### 1. AGING COMMITTEE

Chairman Boykin called on Ms. Lee King, Aging Committee Chairman for the Aging report. Included in the on-line packet and showing on the screen is the Area Agency on Aging and Independent Living, Area Plan Summary for FY 2019- FY2021. This plan is written in its entirety every three years as a requirement by the Department for Aging and Independent Living. For the years in between, only minor updates are required, though the full review and approval process is still required. The Project Review Committee reviewed the full plan in detail and approved it with minor typos being corrected. The Aging Committee also heard in detail the full plan and approved of it with the minor typos being corrected. A Public Hearing was advertised and held last Thursday, April 18. No additional comments were gathered other than the minor corrections already addressed.

**Ms. Lee King based on the Aging Committee's recommendation, motioned that the Aging Area Plan updates for FY 20, be accepted by the Board of Directors, Mayor Kathy O'Nan seconded the motion and it passed unanimously.**

Ms. King shared that in your on-line packet and on the screen the Unduplicated Number of Persons served directly through the programs and administered in-house by PADD staff during the month of February, and the Unduplicated Number of Persons served through our subcontracted agencies for the month of February. These

include the Senior Centers, West Kentucky Allied Services, Help At Home, and Legal Aid. Next, Ms. King shared the details of the Aging and Independent Living reports could be found on line or on the screen.

Ms. King then reported on the Fiscal Year 2019 Monthly Subcontractor Payment Reports that were found on the screen for each of our Subcontractors for July through February. These reports include monthly payments to each Subcontractor, the percentage of allocation spent July - February, and the target percentage at which to be spent by February of 2019.

## 2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Boykin called on Mr. Jim LaFevre for the Transportation Committee Report. Mr. LaFevre began by sharing that the draft minutes from the March 20, 2019 transportation committee meeting were located in the on-line packet as well as on the screen.

Next, Mr. LaFevre reported that each year the PADD in conjunction with the Fulton County Transit Authority, Murray Calloway County Transit Authority and the Paducah Transit Authority conduct a planning process designed to make sure that all public transit resources are used in the most efficient manner possible. Over 206 public and private transportation agencies in the region were notified of this year's coordination meeting which was conducted on February 28, 2019. A summary of the coordinated planning process was included in the online packet on pages 73-88.

In conclusion, Mr. LaFevre announced that the committee reported that all three of the FY19 5310 applicants, Ballard County Senior Citizens, Carlisle County Senior Citizens and West Kentucky Easterseals had received their new vehicles. PADD staff is currently in the process of assisting with the reimbursement process and final paperwork to close out the 5310 grants between the agencies and the Transportation Cabinet's Office of Transportation Delivery.

## 3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Boykin called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Next Mr. Hansen shared more information about the Census training. Complete Count Committee will be formed, and each County Judge will be asked to appoint 5-10 individuals to be a part of the committee. The committee will be comprised of a broad spectrum of government and community leaders from education, business, healthcare and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

Mr. Hansen shared that PADD staff had attended a Community Development Block Grants (CDBG) training. Audit/Community Development Block Grant for Kayser project had been submitted. LaCenter water project scheduling CDBG agreement meeting with Department with local Government.

Mr. Hansen shared that the Rec Trails and Land and Water grants are now available and if your community is looking to protect natural areas, create outdoor recreational

spaces or develop/maintain trails, consider applying for a grant through the Land and Water Conservation Fund. The deadline to submit is May 30, 2019 and the Recreational Trails Program deadline is May 1, 2019.

Next, Mr. Hansen reported that Marshall County Southwest One Industrial Park project, the Paducah Port, City of Hickman, Paducah Pump Station #2 and Murray wererequesting Delta Regional Authority Reimbursement Assistance.

Mr. Hansen shared that Mayfield Bikeway project is in process for services contract for administrative costs. Also, PADD staff met with Troy Hearn and Kim Thompkins Kentucky Transportation on the Cabinet Bicycle-Pedestrian Plans. PADD staff is also assisting Calvert City with a TAO project.

Mr. Hansen shared the KACo County Officials Training classes located in Paducah at the MSU Campus. A \$75.00 fee will be charged for each class attended. April 24, Government Assets, May 7, County Government, June 6, Economic Development, July 9, Planning and Zoning, August 1, Legislative Process, and September 24, County Finance.

Next, Mr. Hansen reported that information in the handout packet included a listing of projects in the region that were submitted to the state clearinghouse in March.

## B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

### 1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Boykin called on Mr. Stacey Courtney for the report. Mr. Courtney shared the quarterly reports for CSFP (Commodities and Supplemental Food Program) disbursed a total of 55,000 lbs. of commodities to 1,700 seniors in the 8 counties of the Purchase. The TEFAP (The Emergency Food Assistance Program) disbursed a total of 93,000 lbs. of commodities for the month to 2,600 households. In addition, 2,800 meals were served through one soup kitchen. The Feeding America program disbursed 64,000 lbs. of commodities in March. In addition, a monthly average of 3,300 meals were served through 3 Soup Kitchens. Backpacks were distributed weekly to 333 children in the participating counties with a total poundage of 8,300.

In conclusion, Mr. Courtney shared at the Purchase Area Development District Food Bank announced that two of the food pantries received chest freezers to help with the distribution of food through the Feeding Kentucky (formerly Kentucky Association of Food Banks). Paducah Cooperative Ministry in Paducah and Milburn Methodist Church, in Milburn Kentucky were the agencies receiving the new chest freezers.

### 2. WATER MANAGEMENT COUNCIL

Chairman Boykin called on Mr. Stacey Courtney for the Water Management report. Mr. Courtney shared that PADD Staff is completing the yearly site visits. To date the PADD office has met and updated 28 water and waste water systems. PADD Staff has used these visits to correct system infrastructure information, to include correcting system line locations and using a GPS to identify and mark 61 new features, to include hydrants, valves and manholes.

PADD staff would also like to mention an upcoming training opportunity The Kentucky Rural Water Expo will be held May the 22<sup>nd</sup> and 23<sup>rd</sup>. During the EXPO representatives from water and wastewater service providers will offer opportunities to see and use the latest tools and equipment available. Industry professionals will again display the best and latest in supplies, materials, and services at the outdoor exhibits and tabletop display. Training will be available on Wednesday afternoon, this will include up to Four (4) hours of continuing education. Information regarding the EXPO has been emailed to all systems in the purchase region.

### 3. BUSINESS LENDING REPORT

Chairman Boykin called on Mike Maxwell for the Business Lending report. Mr. Maxwell shared that the Loan Review Committee held its monthly meeting on Thursday, April 18<sup>th</sup> at 9 a.m. Quorum was not available, so no action was taken at this meeting; however, following review of the material, consensus of those present was to send the SBA application to the PADD Board of Directors for action. According to the PADD's Bylaws, "All SBA loan applications shall receive approval by the PADD prior to submission to the SBA". Mr. Maxwell drew everyone's attention to the handout packet and the screen for a summary of the SBA 504 project listed. The SBA 504 loan request is a debt restructure request for Blue Sky, LLC. in Hopkinsville, Kentucky and the owner is Ben Bolinger. Blue Springs is the real estate holding company for The Silo in Hopkinsville. The Silo is an event center that includes 35 acres of land and a newly remodeled event space that can hold up to 500 guests. Mr. Bolinger also has offices for his real estate auction and appraisal company. The total project cost is \$2,842,517.13, with \$2,558,291 of debt to be restructured. Heritage Bank is providing 52.7% (\$1,500,000) of the financing. This request is for the SBA to provide financing for the remaining \$1,058,291 (37.23%). **Judge Greg Terry made the motion to submit the 504 loan to SBA, after some discussion, Judge Wilson seconded the motion and it passed unanimously.** The next scheduled Loan Review Committee meeting is scheduled for May 16<sup>th</sup> at 9 a.m.

### 4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Boykin called on Ms. Dee Taylor for the Workforce Innovation and Opportunity Act report. Ms. Taylor directed everyone's attention to the screen for a copy of the press release from the Cabinet for Health and Family Services stating that due to a recent legal decision Kentucky Health did not begin on April 1, 2019 as previously projected.

Next, Ms. Taylor shared information regarding the transition of Ray Leathers from his role as Commissioner of the Department of Workforce Investment (DWI) to an Executive Advisor position under the leadership of Deputy Secretary Josh Benton. This change was effective April 1, 2019.

The last screen included information concerning West Kentucky Workforce Board's Youth Committee that met on Thursday, April 18 at 10:00 a.m. at the Kentucky Dam Village-Main Village Green Meeting room to discuss Youth contracts for FY19/20. The Youth committee will provide information to the Workforce board for approval or denial of current contracts. The Workforce board's next meeting is scheduled for June 11<sup>th</sup> at 10:00 a.m. at Lake Barkley.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION –  
No Report
2. JACKSON PURCHASE LOCAL OFFICIALS ORGANIZATION

Chairman Boykin called on Mr. Stacey Courtney. Mr. Courtney reported that the JPLOO meeting scheduled for Monday, April 22<sup>nd</sup> at 4pm had been cancelled.

E. ANNOUNCEMENTS

Chairman Boykin called on Executive Director Jennifer Beck Walker. Ms. Walker shared that Sylvia Lovely is working as a consultant for the Kentucky Access to Justice Commission and they have scheduled a listening session for Wednesday, April 24<sup>th</sup>, from 9 to 11 a.m., at the PADD office.

Ms. Walker announced the PADD Annual Report had been sent to all board members and the Local Officials Directory also had been completed and both are located on the PADD website.

Ms. Walker shared information about the Innovative Readiness Training (IRT) exercise being offered in Ballard County from June 14 to the 22<sup>nd</sup>. Judge Cooper thanked Jennifer and PADD staff for working with the IRT project.

Ms. Walker also reminded all board members that no meeting was scheduled for May and the next meeting was scheduled for June 24<sup>th</sup>. Ms. Walker again mentioned that the Selection Committee will meet 15 minutes before the June board meeting. An e-mail will be sent to the Selection Committee members as a reminder.

In conclusion, Ms. Walker reminded the Board that the 50<sup>th</sup> Anniversary luncheon would occur on July 22<sup>nd</sup>, at noon, at the Paducah Convention Center and that Congressman Comer would be the guest speaker.

Mr. John Ward reminded those communities who regulate ABC fees, that the fee had to be set each year.

IV. ADJOURNMENT

**Mr. Bill Fraser moved to adjourn, Mayor Kathy O’Nan seconded the motion, and the motion passed unanimously.**

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Chairman Arthur Boykin

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Secretary, Mayor Rita Dotson