

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

March 25, 2019

The Purchase Area Development District Board of Directors met on Monday, March 25, 2019, at 3:00 p.m., in the conference room of the PADD office. Board members in attendance (asterisk denotes absence):

Ballard
Angela Van Cleve, proxy for 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
Gina Winchester, proxy for 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*
Josh Sommer, proxy for Mayor Brandi Harless
Dee Felts, proxy for 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

Christina Peterson, Senator Rand Paul's office
Shawn Miller, DLZ
Tom Curtsinger, WKCTC
Mary Anne Medlock, West Kentucky Workforce
Sheila Clark, West Kentucky Workforce
Jana York, West Kentucky Allied Services

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 February 25, 2019, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, Mayor Kathy O'Nan seconded, and the motion passed unanimously.**

Chairman Boykin called the group's attention to the handout packet where the new logo celebrating the PADD's 50th Anniversary could be found, and to the bottom of the page, where the PADD Mission statement was placed. He thanked everyone involved in creating the new logo and in highlighting the mission statement.

- B. Chairman Boykin next called on government officials for remarks. Ms. Morgan Alvey from Senator Mitch McConnell's office; Christina Peterson, from Senator Rand Paul's office; Martie Wiles, from Congressman Jamie Comer's office; and, Rebecca Rittenhouse, from Governor Matt Bevin's office, all made remarks.
- 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 February 2019.
- D. Chairman Boykin called on Judge Kenny Wilson for the PADD Personnel & Finance Committee report. Judge Wilson shared that the Committee met on March 25th, 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 3 contracts, requiring no full board action, were signed during the month. He called on Ms. Dee Taylor and Mr. Stacey Courtney to explain the contracts. Ms. Taylor gave an overview of the contract modifications for the One Stop Operator contract with an increase of \$5,744.00, making the total \$25,684.00, with operating dates of July 1, 2018 to June 30, 2019. Mr. Courtney gave an overview of the Trade Mitigation Grant with operating dates of April 1, 2019 to June 30, 2019, with funds from the Kentucky Department of Agriculture in the amount of \$21,607.37.

Next, Judge Wilson called on Ms. Walker to discuss the FY19 Joint Funding Administration (JFA) contract. Ms. Walker began by reminding the Board of the timeline of the JFA Contract and referred the Board to the list of contract concerns from the PADD's legal counsel, found on page 13 of the handout packet. She noted that the 15 ADD Directors tried to address the issues by working through their DLG Committee and the state legislature's Government Contract Review Committee. The only change that was

addressed by DLG in a second version of the contract was regarding the \$2,500 limitation on travel, where it clarified that the limitation was on “out-of-state” travel. She directed attention to page 12 in the handout packet, where there was a copy of the cover letter Ms. Walker was going to send with the current JFA contract. However, on the previous Friday morning, Ms. Walker learned that another ADD had received some concessions in their FY19 JFA Contract. She directed attention to a summary of those concessions, found on pages 14 & 15 of the handout packet. Even with these changes, Ms. Walker stated she still didn’t like the contract; but, she wanted the PADD to be paid for the work already done over the last 9 months and signing this contract was the only way to get the money released. Ms. Walker said that because the JFA contract is a carryover contract with significant changes, Board action was required. Ms. Walker asked for the authority to request from DLG a new FY19 JFA Contract that includes the most recent wording the previously mentioned ADD received and then the authority to sign the new contract. **Judge Wilson made the motion to direct the Executive Director to request an amended FY19 JFA contract from the Department for Local Government (DLG) that includes, at minimum, the same wording made in DLG’s contract with KIPDA, and then authorized the Executive Director to sign the FY19 JFA contract, Judge Jim Martin seconded the motion and it passed unanimously.**

Judge Wilson continued and drew the Board’s attention to pages 16-19 in the on-line packet, to the Board’s contract with the Kentucky Department for Aging & Independent Living (DAIL), where there is a “Board Training” requirement. DAIL has set some dates for this training, of which the PADD is required to have 70% of the full Board and 100% of the Executive Committee complete the training. Judge Wilson directed attention to page 18 of the full packet, where Ms. Walker is working with DAIL to seek alternate opportunities to complete the training. He asked everyone to mark their calendars with the dates on page 18 of the full packet to find the one that works best for them, in the hopes that DAIL will allow the PADD to “conference in” from the PADD office instead of driving to Owensboro, Elizabethtown, or Frankfort. Judge Wilson asked Ms. Walker to give more information. Ms. Walker shared that the information was in the on-line packet that was sent by email on Friday. She noted that when the PADD signed the aging contract with DAIL two years ago, they required Board training and the PADD held that training, with very few board members so, this year, DAIL is requiring another training with 70% board attendance and 100% executive committee attendance. DAIL requested email addresses for each board member, so Ms. Walker asked the Board to be looking for an email from DAIL with more information. Ms. Walker has requested to teleconference the training into the PADD office and reminded the Board that there are financial penalties included in the contract, so please pay attention to the emails from Commissioner Gadd with DAIL.

Next, Judge Wilson shared that also included in the on-line packet was information on the newly proposed Overtime Rule from the US Department of Labor (DOL). The PADD policies were updated in 2017, to follow the Obama-era proposed overtime rules and, since these rules are less restrictive than the previous ones, no changes will be necessary at the PADD. He did suggest that Board Members might want to review the proposed rules to see how they might impact their own employees or the employees of other Boards on which they serve. DOL is accepting comments until May 13th.

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. Ms. King shared that included in the online packet were the reports for unduplicated persons served through the programs administered in house by the PADD staff during the month of January. Next, she reported that the unduplicated number of persons served through the subcontracted agencies for the month of January was also in the online packet. These include the Senior Centers, West Kentucky Allied Services, Help At Home, and Legal Aid. Also, included in the online packet was a copy of detailed Aging and Independent Living reports along with the monthly subcontractor payment reports.

In conclusion, Ms. King referred to the screen and found in the on-line packet payment reports for each subcontractors for July through January. These reports include monthly payments to each subcontractor, the percentage of allocation spent July-January and the target percentage at which to be spent by January 2019.

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Boykin called on Jim LeFevre for the Transportation report. Mr. LeFevre shared that the PADD staff received two applications for the 5310 Capital Assistance Program. On March 20, 2019 the Regional Transportation Committee reviewed the applications and is recommending both Paducah-McCracken County Senior Citizens and Easter Seals West Kentucky to the Cabinet's Office of Transportation and Delivery for its consideration at the state level. If approved, the local agencies will receive capital assistance to purchase new vehicles for providing enhanced mobility to senior citizens and individuals with disabilities.

Next, Mr. LeFevre reported that the PADD Regional Committee reviewed the Unscheduled Needs List (UNL) to recommend projects for sponsorship to the Kentucky Transportation Cabinet's Strategic Highway Investment Formula for Tomorrow (SHIFT) process. The committee reviewed the UNL list and selected 40 of the 80 projects previously ranked by the local officials. The committee determined those 40 by selecting from the top five (5) projects listed in each county. The region sponsorship list was included in the online packet and in the handout packet for the Board's review. **Judge Greg Terry made the motion to affirm the transportation committee's list of regional sponsored projects that will be submitted to the Kentucky Transportation Cabinet, Mayor Kathy O'Nan seconded the motion and it passed unanimously.**

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Boykin called on Mr. Bjarne Hansen for the Community and Economic Development Committee report. Mr. Bjarne Hansen shared the County Judge Executives will be asked to appoint 5-10 individuals to a part of the Census Count Committee (CCC). A CCC is 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. CCC will know the best way to reach the community and raise awareness.

Next, Mr. Hansen shared that the Kayser Project submitting audit/Community Development Grant is in process. CDBG project in LaCenter with a water project scheduling agreement meeting with local government.

The Rec Trails and Land and Water Grants are now available, and the deadline is May 30, 2019.

Mr. Hansen then shared that reimbursement assistant with Delta Regional Authority (DRA) is in process with Marshall County Southwest One Industrial Park Paducah River Port, Paducah Pump Station #2 and Murray. Reporting Assistance in process with the City of Hickman. Mayfield Bikeway project is in process with the Transportation Alternatives Program (TAP).

Mr. Hansen shared the KACo Leadership Institute classes being held in Paducah at the MS campus. More information can be found in your on-line packet. Broadband ReConnect workshop is being held on March 27th at WK& T Technology Park in Mayfield.

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

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 50,000 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 128,000 lbs. of commodities for the month to 2,700 households. In addition, 2,800 meals were served through one soup kitchen. The Feeding America program disbursed 60,000 lbs. of commodities in February. In addition, a monthly average of 3,300 meals were served through 3 Soup Kitchens. Backpacks were distributed weekly to 327 children in the participating counties for a total of 8,000 pounds in February.

In conclusion, Mr. Courtney stated that a Commodity and Food Task Force meeting was scheduled to meet on Tuesday, March 26th at 10:00 am at the PADD office. The Task Force will be discussing possible new USDA agencies in the region, new applicants for Feeding America, and grant opportunities regarding freezer and cooler storage. There is a possible USDA opportunity for assistance on freezer and cooler at the warehouse.

2. WATER MANAGEMENT COUNCIL

Chairman Boykin called on Mr. James Smith for the report. Mr. Smith reported that PADD Staff had completed half of the regional site visits as required by the Kentucky

Infrastructure Authority. The visit had been delayed due to heavy rains experienced by the region this year. PADD Staff is assisting Carlisle Sanitation District #1 with an Asset Inventory. An asset Inventory is a listing of all a systems infrastructure features such as lines, valves and pumps. It also is an overview of the environment that the system is including its watershed and any streams that the system may discharge into. The state allows for a system to complete an Asset Inventory in place of a Facility Plan.

Mr. Smith then updated the board on projects that had been approved by the Kentucky Infrastructure Authority (KIA) Board. The KIA approved for a \$1,050,049 loan to the City of LaCenter. The funds will allow the city to upgrade its wastewater treatment plant and collection system. This project is currently preparing to start. KIA approved \$625,000 loan to Paducah McCracken Joint Sewer Agency (JSA) to eliminate the use of two aging package treatment plants. These plants, with treat wastewater in the JoAnne Estates and Wilmington Chiles subdivisions, are more than 25 years old and in need of repair, this project is currently under construction.

Chairman Boykin asked Mr. Smith to explain the process in site visits. Mr. Smith shared that a site visit is done on a calendar year, during the visit PADD staff checks the water treatment, if there are any rate changes, any reported problems, GIS mapping is checked to see if any changed had been made over the year, contact information is updated.

3. BUSINESS LENDING REPORT

Chairman Boykin called on Mike Maxwell for the Business Lending Report. Mr. Maxwell shared the current loans in process and the activity of the business lending team. **In the online packet you see on your screen, you will see an update on the current loans in process and the activity of the business lending team since the last board meeting:**

The Loan Review Committee had no loans to review for the month of March

The Parlors Pool Hall, LLC. This application is a Small Business Administration (SBA) 504 loan request or \$66,000 to provide leasehold improvements for a new pizza and billiards restaurant. The total project cost is \$165,000. This application has been submitted to the SBA for approval. Southern Grace Assisted Living, LLC. This application is a SBA504 loan request is for a SBA refinance of existing debt. The SBA loan request is for \$435,600. The total project cost is \$1,089,000. This application has been submitted to the SBA for approval. Reds Donuts of Mayfield, LLC. This application is an SBA 504 refinance request for the refinance of the construction of the business's new location in Paducah, Kentucky. The loan amount from the SBA is \$400,000, with a total project cost of \$1,000,000. This loan request is still in the process of preparing the application package for submission to the SBA for approval. Lily Pad Learning Center, LLC. This is a request for \$50,000 to provide funding to remodel for an expansion of the business to a new location in Murray, KY. This loan request is in the process of closing. The PADD has requested approval from the USDA (United States Department of Agriculture) to transfer funds from the INTERMEDIARY RELENDING PROGRAM (IRP #5) to the PADD office for funding. CC Smith Events, LLC. The company recently purchased a new building on Dunbar Street in Mayfield, KY. The funds that were requested are for repairs to

the roof of the structure. This building will be converted into an event center for weddings, etc. The loan request was for \$50,000 to complete the repairs. The PADD has requested final approval from the USDA (United States Department of Agriculture) to transfer funds from the IRP #5 to the PADD office for loan funding. the PADD Business Lending Team provided technical support to 6 other small businesses looking for information or funding for new businesses in the Purchase Area. The PADD business lending team made 4 referrals to the Small Business Development Center for help in creating business plans and preparing financial projections. The business lending team would like to take this opportunity to share with the board the latest updates regarding the loan programs and application requirements that are offered by the Purchase Area Development District. A handout was given to each member with an overview of the federal loan programs that the PADD can offer businesses that cannot obtain traditional financing. The lending team is also included a list of the documentation required at application.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Boykin called on Ms. Dee Taylor for the Workforce Innovation and Opportunity Act report. Ms. Taylor drew everyone attendance to the screen for a workforce Hiring Event for Changes Rehabilitation, Tuesday, March 26th from 10:00 am – 2:00 pm at the Pontotoc Community Center located at 100 East State Line Road, Fulton. This new business is excited about their new location in Fulton and is looking to recruit caring and dedicated team members.

Ms. Taylor then shared information regarding the opioid crisis that has impacted all the counties in Kentucky. Eastern Kentucky Concentration Employment Program (EKCEP) is leading the opioid response effort in eastern Kentucky. This team will bridge the gap between recovery and productive participation in the workforce for individuals in recovery by providing them with career placement and supportive services. This team will also teach business ways to provide a supportive environment for newly employed individuals in recovery while partnering with addiction treatment providers to identify and recruit recovering individuals who are appropriate for the program. West Kentucky is will start working with this group of individuals during the role out of the second phrase of this program.

In conclusion, Ms. Taylor shared information regarding the Labor Market Snapshot. It shows a comparison of the Unemployment rates for the Purchase/Pennyryle area from January 2018 to January 2019.

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 announced that the JJPLOO was scheduled to meet on April 22nd at 4 PM in the small conference room immediately after the PADD Board of Directors Meeting.

E. ANNOUNCEMENTS

Chairman Boykin called on Executive Director Jennifer Beck Walker. Ms. Walker announced the 50th Anniversary luncheon would be held at the Paducah Convention Center at noon on July 22nd. She shared that the Keynote sponsor is Heritage Bank and the gold level sponsor is FNB. Ms. Walker also was happy to announce that Congressman Comer will be the keynote speaker.

Next, Ms. Walker shared that HB 476 was sponsored by Jim DuPlessis to address the JFA formula. It was passed by the Senate, without addressing the JFA formula, and instead proposed a study of the ADDs. This bill was not introduced in the Senate, but the Senate has until Thursday, March 28th to do so

IV. ADJOURNMENT

Mayor Judge Greg Terry moved to adjourn, Mayor Kathy O’Nan seconded the motion, and the motion passed unanimously.

Chairman Arthur Boykin

Secretary, Mayor Rita Dotson