

# PURCHASE AREA DEVELOPMENT DISTRICT

## BOARD OF DIRECTORS MEETING

March 20, 2017

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The Purchase Area Development District Board of Directors met on Monday, March 20, 2017, at 3:00 p.m., in the conference room of the PADD office. Board members in attendance, asterisk denotes absence:

Ballard  
Todd Cooper, proxy for Judge/Executive Vickie Viniard, Chair  
Mayor George Lane\*  
Clyde Elrod

Graves  
Judge/Executive Jesse Perry\*  
Mayor Teresa Rochetti-Cantrell, Vice Chair  
Mayor Charles Shelby\*  
Tamie Johnson  
Pete Galloway  
George Hurd\*

Calloway  
Alicia Taber, proxy for Judge/Executive Larry Elkins  
Mayor Jack Rose  
Joe Bolin\*  
Sue Outland  
Mark Manning\*

Hickman  
Judge/Executive Kenny Wilson  
Mayor Phyllis Campbell\*  
Judy Stephens\*  
Howard Dillard

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

Marshall  
Judge/Executive Kevin Neal\*  
Mayor Rita Dotson  
John Ward\*  
Brad Warning\*

Fulton  
Judge/Exec Jim Martin  
Cubb Stokes, proxy for Mayor Prater  
Mayor David Lattus\*  
James O. Butts  
Perry Turner\*

McCracken  
Judge/Executive Bob Leeper  
Steve Irvin, proxy for Mayor Brandi Harless  
Erna Boykin, proxy for Frances Hamilton  
Arthur Boykin, Secretary  
Lee King\*  
Pam Wright  
Bill Bartleman

Guests Present  
Sheila Clark, West Kentucky Workforce  
Marta Elliott, Rural Development  
Mary Potter, West Kentucky Journal  
Martie Wiles, Congressman Comer's office  
Mark Welch, Kentucky Transportation  
Chris Wooldridge, Murray State University  
Shaun Miller, DLZ

I. CALL TO ORDER

Mayfield Mayor Teresa Rochetti-Cantrell, Vice Chair of the PADD Board of Directors, called the meeting to order at 3 PM and introduced the proxies and guests.

II. OLD BUSINESS

- A. Vice Chair Cantrell asked for approval of the February 27, 2017, Board Meeting minutes. **Mr. Bill Fraser moved for the approval, Judge/Executive Greg Terry seconded and the motion passed unanimously.**
- B. Next, Vice Chair Cantrell called on Mr. Andy Bennett who summarized the Budget-to-Expense Report for the month ending January 2017.
- C. Vice Chair Cantrell called on Mr. Arthur Boykin, Secretary of the Personnel and Finance Committee, for the report. Mr. Boykin reported that the committee met at 2 PM on March 20<sup>th</sup>. They reviewed the Executive Director's monthly travel voucher, timesheet, office credit card bill, and the 12-page monthly budget-to-expense report.

Next, Mr. Boykin reported that the Executive Director had signed one contract modification in the month of March. The State Health Insurance Program with the Cabinet for Health and Family Services, Dept. for Aging & Independent Living. This modification was an extension from April 1 to June 30<sup>th</sup>, the budget did not change.

II. NEW BUSINESS

A. Administration

Vice-Chair Cantrell shared that in February's board meeting, the Regional Hazard Mitigation Plan update was approved and, with the reactivation of the Regional Hazard Mitigation Planning Council, the appointment of a Chairman is required. Vice-Chair Cantrell reported that according to the PADD's bylaws, "The Chairman of any task force or committee shall be appointed by the Chairman of the Board with concurrency of the Board of Directors". She further added that since Judge Terry and the Carlisle County Fiscal Court generously had agreed to be the applicant for the Regional Hazard Mitigation Update Planning Grant, on behalf of Chair Viniard, Vice-Chair Cantrell appointed Judge Greg Terry. **Mr. Pete Galloway moved to appoint Judge/Executive Greg Terry as the Chairman of the Hazard Mitigation Committee, Judge/Executive Kenny Wilson seconded the motion, and it passed unanimously.**

Next, Vice-Chair Cantrell called on Mr. Mark Davis for the Hazard Mitigation report. Mr. Davis began by sharing that the Hazard Mitigation Grant Program (HMGP) provides grants to states and local governments to implement long-term hazard mitigation measures designed to reduce loss of life and property by lessening the impact of disasters. He explained that mitigation is taking action now before the next disaster in order to reduce human and financial consequences later: analyzing risk, reducing risk, insuring against risk. Mr. Davis reminded the Board that the full current Plan document is available on PADD web site under general links and is listed as PADD Hazard Mitigation Plan.

Mr. Davis stated that the last plan for our region was approved on January 9, 2013, which means an update needs to be approved by January 8, 2018, in order to maintain program eligibility. In order to meet this deadline, the intent is to complete the first draft by October 1, 2017, so that FEMA can review the application and give PADD staff time to respond to their comments prior to the plan deadline.

Mr. Davis shared that the Purchase Regional Hazard Mitigation Plan Update Committee had its first meeting on March 16, 2017. Representatives from Kentucky Emergency Management were on hand to introduce the planning program and funding opportunities available for communities that participate in the process.

As part of the planning process, PADD staff will work with each county to assess potential threats by looking at historic data and applying local knowledge to generate a prioritized listing of threats and then developing long term mitigation strategies or projects. PADD staff will be contacting each County's Emergency Management department to set up a local meeting to ignite this process.

Mr. Davis noted that grant programs available to compliant communities are the Hazard Mitigation Grants Program, Pre Disaster Mitigation Grants Program, and the Flood Mitigation Assistance Program.

In conclusion, Mr. Davis shared a training opportunity called the Federal Emergency Management Agency Applicant Agent Certification Course being offered at Kentucky Dam Village State Park on April 11-13. All questions were directed to Mr. Davis.

## B. STANDING COMMITTEES

### 1. AGING COMMITTEE

Vice Chair Cantrell called on Ms. Nancy Henley to give the Aging Committee report. Ms. Henley shared that in January the PADD staff provided case management and service assistance to clients in the District through the Family Caregiver, Homecare, State Health Insurance Assistance, Ombudsman, Participant Directed Services, and the Aging and Disability Resource Center programs. She also shared the unduplicated clients served by each program, clients served through subcontracted agencies, the Senior Citizens Centers, West Kentucky Allied Services, and Kentucky Legal Aid.

In conclusion, Ms. Henley shared that all Area Agency on Aging and Independent Living program activity reports are located on the PADD's website.

### 2. REGIONAL TRANSPORTATION COMMITTEE

Vice Chair Cantrell called upon Hickman County Judge/Executive Kenny Wilson for the Regional Transportation Committee's monthly report.

Judge Wilson shared that the Regional Transportation Committee met March 15, 2017 to review the Unscheduled Needs List (UNL) and recommended projects for sponsorship to the Kentucky Transportation Cabinet's Strategic Highway Investment Formula for Tomorrow (SHIFT) process. SHIFT is the scoring methodology the Cabinet will utilize for further project evaluation in the

prioritization process. Based on a formula that calculates the number of counties, the region's population and number of highway lane miles, the Cabinet pre-determined the committee could submit 36 projects for region sponsorship. The committee reviewed the UNL list and selected 36 of the 80 projects previously ranked by the local officials. The committee determined those 36 by selecting from the top 5 projects listed in each county. The region sponsorship list was included in the handouts and could be found on the online packet.

**Judge Wilson made the motion to affirm the committee's list of region sponsored projects that will be submitted to the Kentucky Transportation Cabinet, Judge/Executive Greg Terry seconded the motion and it passed unanimously.**

Next Judge Wilson shared that in addition to the region list, the Cabinet's District Highway Office also sponsored projects. Those projects were also included in the handout and in the online packet. Between the two sponsored list, 82 projects will be scored by the SHIFT formula from the region.

Judge Wilson shared that the PADD received two applications for 2017 year's cycle of the 5310 Capital Assistance Program. The Committee reviewed the applications and determined a priority order that will be recommended to the Cabinet's Office of Transportation and Delivery for its consideration at the state level. Priority one will go to Four Rivers Behavioral Health Hospitalization and Intensive Outpatient Program. If approved, our local agencies will receive capital assistance to purchase new vehicles for the purpose of providing enhanced mobility to senior citizens and individuals with disabilities.

In conclusion, Judge Wilson reported that the FY 2013-14 Biennial Budget (HB2) for the Cabinet, designated Highway Construction Contingency Account funds for improvements to at-grade highway-rail crossings and railroad crossing safety equipment. There are \$528,000 of unobligated funds remaining in this program. Kentucky Transportation Council will be utilizing the funds to reimburse up to 50% of the eligible project costs and is now accepting applications for the program. All Purchase area Judges and Mayors were sent information, and all questions were directed to Mr. Stacey Courtney at the PADD office. May 1<sup>st</sup> is the deadline for all proposals.

### 3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Vice Chair Cantrell called on Mr. Brad Davis, Associate Director for Community and Economic Development, for the Community and Economic Development Council report. Mr. Davis shared that the Department for Local Government had opened the application fund for Community Development Block Grant projects. Applications for housing, public facilities and community projects will be accepted until August 1, 2017. Economic Development project applications will be accepted until January 31, 2018. The funding breakdown is as follows:

Kentucky's 2017 Allocation <i>(estimated)</i>	\$23,319,211
Less Administrative Costs (\$699,576 (3%) + \$100,000)	<u>\$799,576</u>
Total Amount for Distribution	\$22,519,635

Total Dollars	
Program Area	Available
Public Facilities	\$6,600,000
Economic Dev	4,400,000
Housing	3,000,000
Community Projects	5,419,635
Public Services (Recovery Kentucky)	3,100,000
Community Emergency Relief Fund	TBD: Amount Based on Need

Mr. Davis continued to share that the guidelines were included in the online packet and application forms were located on DLG's website. All questions were directed to Mr. Jerry Buchanan or Mr. Brad Davis.

Mr. Davis drew everyone's attention to the Resolution in support of the U.S. Department of Housing and Urban Development's Community Development Block Grant Program. The budget proposal by the President had the CDBG was totally taken out of the budget. **Judge/Executive Greg Terry moved to approve the support in the form of a Resolution for the U.S. Department of Housing and Urban Development's Community Development Blok Grant Program, Mr. Clyde Elrod seconded the motion and it passed unanimously.**

In conclusion, Mr. Davis announced that the Kentucky Office of Homeland Security's Law Enforcement Protection Program awarded \$59,402 to the City of Paducah to purchase 65 tasers, 120 taser cartridges, and a dataport. Mr. Dais congratulated the City on their award ad shared that a brochure was included to remind everyone of the program and what it will fund. Some of the items it would fund are, body armor, duty weapons and ammunition, electronic control devices, electronic control weapons, or electro muscular disruption technology and body worn cameras.

Mr. Davis concluded and shared that the listing of projects in the region that were submitted to the state clearinghouse in January and February were included in the handout packet.

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

### 1. COMMODITY AND FOOD BANK TASK FORCE

Vice Chair Cantrell called on Mr. Brad Davis, to give the commodity report. Mr. Davis shared the Commodities and Supplemental Food Program disbursements for February with a total of 54,038 pounds of commodities to 1,681 seniors in the eight counties of the Purchase. The Emergency Food Assistance Program disbursed 75.073 pounds of commodities to 2,449 household. In addition, 1,815 meals were served through one soup kitchen.

Mr. Davis continued to report that, through the Food Bank program, 76,745 pounds of commodities were disbursed to 4,286 household, and 3,126 meals were served through three soup kitchens.

Next, Mr. Davis shared that the Feeding America Backpack program distributed 5,952 pounds of Backpack food items to 372 children in 15 schools. In total, 211,808 pounds were distributed for all four programs.

Mr. Davis reported a new program the Kentucky Legal Food Frenzy. The Office of the Attorney General, the Young Lawyers Division of the Kentucky Bar Association, Office of Secretary Alison Lundergan Grimes, and the Kentucky association of Food Banks have joined forces to create a friendly food and fund drive competition among Kentucky Law firms, law school and legal organization to support the regional food banks in Kentucky. The Purchase has 5 or 6 agency participating in the program and have a goal of \$150,000 or 6,000 pounds of commodities.

## 2. WATER MANAGEMENT COUNCIL

Vice-Chair Cantrell called on Mr. James Smith for the Water Management Report. Mr. Smith began by stating that PADD staff is in the process of GPS data collection for several water and sewer systems within Graves County. This data will be incorporated into the Water Resource Information System (WRIS) in the coming weeks and will be available for public use.

In conclusion, Mr. Smith reported that PADD staff is currently conducting the yearly site visits for water and sewer facilities within all eight counties. These visits are used to gather analytical data regarding each system. Over time this information shows trends that allow the operators and managers to make more informed decisions and increase a systems efficiency.

Mr. Smith concluded this report by sharing that the Joint Resolution 56 had passed both chambers and was waiting for the Governor's signature. This resolution calls for a study of privately owned wastewater treatment systems. Many of these privately owned systems have become non-compliant or abandoned, causing undo financial burden on Local Government.

## 3. BUSINESS LENDING REPORT - No Report

## 4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Vice Chair Cantrell called Mr. Clyde Elrod, to give the Workforce Innovation and Opportunity report. He called on Ms. Sheila Clark for an update on the procurement policies. Ms. Clark shared that at the time of the meeting, revisions were being made and she would share information as soon as it was available.

Mr. Elrod continued and shared information regarding the Work Ready Skills Initiative funding that was announced since the January Board of Directors meeting. Both the Paducah Independent School District and then West Kentucky Community and Technical College applications were funded.

Paducah will receive \$3.8 million dollars to build an Innovation Hub, and West Kentucky Community and Technical College received just over \$3 million. The funds will be used to purchase new equipment for each of the area technology center, the career technology center and its own Skilled Craft Training Center. In addition, \$368,000 will be used to establish a computer lab in each of the regions 12 public schools.

Since the beginning of the fiscal year in July, 230 individuals have received nearly \$1.4 million in tuition assistance for postsecondary training. In January, 56 individuals enrolled in school and these individual were primarily dislocated workers affected by recent closures.

5. HUMAN SERVICES - No Report

D. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION –

Vice Chair Cantrell called on Mr. Brad Davis for the Purchase Area Housing Corporation report. Mr. Davis reported that the Purchase Community Housing Development Corporation met on Tuesday, March 14<sup>th</sup>, at the PADD office. PCHDC is a separate housing corporation that was formed and owns two apartment complexes, one in Calvert City and one in Murray. They also own three houses in Calloway County. PCHDC has been actively looking for an organization to transfer or sell the properties. At the March 14<sup>th</sup> meeting the board voted to authorize the transfer of Diuguid Apartments in Murray to Brookside Development. PADD staff will be working on completing the transfer over the next month.

2. JACKSON PURCHASE LOCAL OFFICIALS ORGANIZATION –No Report

E. ANNOUNCEMENTS

Vice-Chair Cantrell called on Jennifer Beck Walker, PADD Executive Director, for announcements. Ms. Walker reported that the Murray Industrial Authority had reached an agreement with the state for the lease of the building currently being used as the Murray Career Center. Ms. Walker thanked the board for the consideration and approval to enter into the lease but shared that it was no longer necessary.

Ms. Walker then shared information on the President’s proposed “skinny budget”, and commented that this budget would cut or eliminate numerous programs offered in the Purchase. Ms. Walker stated she would forward a copy of the Community Development Block Grant (CDBG) Resolution that the Board passed, as well as information from the National Association of Development Organizations (NADO) and National Association of Regional Councils (NARC).

Ms. Walker reported that House Bill 189, the Transparency legislation bill, had been signed by the Governor on Monday, March 20<sup>th</sup>. She announced that the

Area Development District's financial officers, Certified Public Accountants and the Kentucky Auditor of Public Accounts office will be meeting with Representative DeCesare of Bowling Green to discuss reporting requirements.

Next, she reported that House Bill 431, the Joint Funding Administration bill, didn't get a hearing on the House floor.

Ms. Walker announced that Congressman Comer had scheduled a town hall meeting at the Paducah Commerce Center at 10 A.M. on Friday, March 24<sup>th</sup>.

Finally, Ms. Walker reminded the Board that the next PADD Board of Directors meeting would be Monday, April 17<sup>th</sup>, at 3 P.M.

IV. ADJOURNMENT

**Mr. Pete Galloway moved to adjourn, Judge Kenny Wilson seconded, and the motion passed unanimously.**

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Chairperson, Judge/Executive Vickie Viniard

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Secretary, Mr. Arthur Boykin