

# PURCHASE AREA DEVELOPMENT DISTRICT

## BOARD OF DIRECTORS MEETING

February 24, 2020

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The Purchase Area Development District Board of Directors met on Monday, February 24, 2020, 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, Treasurer  
Cathy Pigg\*  
Justin Puckett\*

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

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

Hickman  
Judge/Executive Kenny Wilson, Vice-Chair  
John Kelly\*  
Judy Stephens\*  
Howard Dillard\*

Carlisle  
Judge/Executive Greg Terry via phone  
Nancy Henley\*  
Bill Fraser

Marshall  
Judge/Executive Kevin Neal\*  
Mayor Rita Dotson, Secretary, via phone  
John Ward

Fulton  
Judge/Executive Jim Martin  
Mike Gunn\*  
James Adams  
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:

Morgan Alvey, Senator Mitch McConnell’s office  
Martie Wiles, Congressman James Comer’s office  
Jim Osborne, City of Murray  
Sheila Clark, West Kentucky Workforce Board  
Shawn Miller, DLZ  
Steve Ervin, McCracken County  
Jon Pendergrass, CDO\  
Ben Teer, Williams, Williams and Lentz

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 January 27, 2020, Board Meeting minutes. **Mr. Bill Fraser motioned for approval, Mr. Pete Galloway seconded, and the motion passed unanimously.**
- B. 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 January 2020.
- C. Chairman Boykin next called on government officials. Ms. Morgan Alvey from Senator Mitch McConnell's office and Ms. Martie Wiles with Congressman James Comer's office and each gave remarks.
- D. Chairman Boykin next called on Judge/Executive Kenny Wilson for the PADD's Personnel and Finance Committee Report. Judge Wilson reported that the Personnel and Finance Committee met at 2pm on February 24<sup>th</sup> and heard updates on personnel, administrative and programmatic matters. The Committee reviewed the Executive Director's monthly travel voucher, timesheet, office credit card bill and the 12-page line-item monthly budget to expense report.
- E. Judge Wilson called on Mr. Ben Teer CPA, from William, Williams and Lentz, for the FY19 Audit Report. On behalf of the Personnel and Finance Committee, **Judge Wilson made the motion to approve the FY19 audit as presented, Mr. John Ward seconded the motion and it passed unanimously.**

Judge Wilson continued to report that a contract signed by the Executive Director since the last PADD Board of Director's meeting was found on page 9 of handout packet and on the online packet. Judge Wilson called on Mr. Stacey Courtney to explain the contract. Mr. Courtney shared that the contract was a continuation contract for technical assistance with Delta Regional Authority in the amount of \$16,000, no board action was required.

Finally, Judge Wilson stated that he was pleased to report that again this month, there were no reports of violations of the PADD's Code of Ethics.

III. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Chairman Boykin called on Ms. Lee King, Aging Committee Chairman, for the Aging report. Ms. King reported that the details of the Aging and Independent Living

program reports for December were included in the on-line packet and all questions were directed to Mr. Brent Carman, Aging Director.

Ms. King reported that included in the on-line packet and on the screen the Payment Reports for each of the PADD's Subcontractors for July 1, 2019 thru November 30, 2019. These reports include monthly payments to each Subcontractor, the percentage of allocation spent at the end of September, and the target expenditure percentage by each month to ensure funds are expended by the end of the fiscal year.

## 2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Boykin called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre began by stating that the December 10<sup>th</sup>, 2019 draft meeting minutes were included in the online packet. Executive Director Dennis Rouleau gave an overview of the plans for a new terminal at the Barkley Regional Airport.

Next, Mr. LeFevre shared that the Kentucky Transportation Cabinet's Office of Transportation and Delivery are accepting applications for funding under the Enhanced Mobility of Seniors and Individuals with Disabilities Program. This program provides reimbursement funding with 80% local match. PADD has notified all eligible agencies in the region. A listing of those agencies was included in the on-line packet.

Mr. LeFevre presented the Section 5304 Rural Transit Planning Grant Resolution that was included in the handout packet. This Resolution authorized the PADD to file a funding application with KYTC's Office of Transportation Delivery and the Federal Transit Administration. This resolution authorizes PADD to apply for rural transit planning funds and provides the local share required for the 80/20 match. This program provides funding that allows the PADD to assist with transportation planning efforts which includes the three local transit authorities and the Section 5310 agencies including senior centers. **Judge/Executive Todd Cooper made the motion to authorize the Purchase Area Development District to file a funding application with KYTC's Office of Transportation Delivery and Federal Transit Administration, 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. Hansen began that in January, Chris Caldwell announced the Delta Regional Authority Technical Assistance for Workforce Development Initiative DRA will host workshops in eight states to promote two funding opportunities that will help train the next generation of workforce, create jobs, and increase economic competitiveness throughout the region. The training will be held in Paducah on February 29, 2020. All questions were directed to Mr. Bjarne Hansen.

Next, Mr. Hansen shared that the PADD Community Development Planning Department are currently assisted in USDA grant/loan services for a replacement of water line with the City of Benton. PADD Staff also assisted with Bid of

Construction Services for the DRA project in City of Hickman. City of LaCenter was assisted by PADD staff with Bid of Construction Services for the CDBG project. PADD staff will be assisting MCP on coordinating the close out of CDBG Grant.

Mr. Hansen stated that on January 21<sup>st</sup>, the U.S. Census Bureau started counting the population in remote Alaska, and on March 12-20 households will begin receiving official Census Bureau mail with detailed information on how to respond to the 2020 Census online, by phone, or by mail.

The 2020 Land and Water and Recreational Trails Applications are now available to download. The deadline to submit is May 29, 2020, and deadline for Recreational Trails application is May 1<sup>st</sup>, 2020.

Next, Mr. Hansen announced an upcoming Department for Local Government meeting on February 26<sup>th</sup>, and immediately following a KACo annual insurance forum will be held. Lunch will be at noon and two hours of continuing education credit for attendees. All questions were directed to Bjarne Hansen.

In conclusion, a listing of project in the region that were submitted to the state clearinghouse in November and December were included in the online packet.

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

### 1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Boykin called on Ms. Geri Lamb, Commodity and Food Bank Coordinator for the report. Ms. Lamb shared that the program had 311,757 pounds of distribution for the month ended December 31, 2019. This total included the Anthem produce distribution. 255 children received weekly backpack through the Feeding America Backpack Program.

Ms. Lamb was happy to share that Anthem had picked a total of four counties in our area to receive the produce grant for January through April of 2020. McCracken, and Marshall will be receiving in January and February and Graves and Calloway will receive in March and April.

In conclusion, Ms. Lamb gave a visual of 10 tractor trailers that was equivalent to the poundage of commodity given out during the month of December.

### 2. WATER MANAGEMENT COUNCIL

Chairman Boykin called on Judge/Executive Todd Cooper for the Water Management report. Judge Cooper reported that PADD staff are starting with yearly site visits. These visits will go over any changes that the system had in 2019. As a reminder, this is a great time to talk to your operators and identify any needs the system might have and to create new projects to address those issues, even if the system is a few years out from construction. An example of the report was included in the online packet.

In conclusion, Judge Cooper shared that PADD staff had also established the 2020 meeting dates for Water Management Council. This council reviews all new projects and

changes to current projects. These meetings are ways for systems to come together and talk about issues within the region. A list of dates and times were included in the online packet.

### 3. BUSINESS LENDING REPORT

Chairman Boykin called on Judge/Executive Kenny Wilson, Business Lending Chairman, for the Business Lending report. Judge Wilson reported that many of the Small Business Administration (SBA) Independent Loan Portfolio Review had been completed. This is an independent audit of specific loan files within the SBA504 portfolio. Judge Wilson drew the groups attention to the screen to find a summary of the loan review findings. The complete report was included in the online packet. Judge Wilson continued to report a copy of the following actions on behalf of the PADD in response to the report was included in the online packet. PADD Board of Directors must approve the recommended remedies for the Independent Loan Review Findings. Also, approval of the new loan risk rating included in the loan policies and procedures manual for both the Independent Loan Review and SMART review. **Judge Todd Cooper made the motion to approve the recommended remedies for the Independent Loan Review Findings, Judge Greg Terry seconded the motion and it pass unanimously. Judge Greg Terry made the motion to approve the new loan risk rating to be included in the loan policies and procedures manual for both the Independent Loan Review and SMART review, Mr. Pete Galloway seconded the motion and it passed unanimously.**

### 4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Boykin called on Ms. Cissy Fox, Associate Director of Workforce for the report. Ms. Fox reported that the West KY Workforce Board had been involved with preparation for the Briggs and Stratton layoff that occurred on January 24<sup>th</sup>, 2020. There were Rapid Response events held at the Briggs facility on January 7<sup>th</sup> and 8<sup>th</sup>, these events are designed to discuss services available to dislocated workers that are being laid off through no fault of their own. Some of the services discussed include job search and placement assistance, Unemployment Insurance, Trade Adjustment Assistance, and training opportunities.

Next, Ms. Fox shared pictures from the recent Career Fair held at First Baptist Church in Murray on January 11<sup>th</sup>, 2020. Direct Service staff assisted in serving over 300 job seekers and 40 employers and training providers. Ms. Fox shared that Trade Orientation sessions were scheduled for January 27-29, 2020 at 10 am and 2 pm at the Springhill Suites in Murray to inform those who have been laid off regarding the potential benefits available to them through Trade Adjustment Assistance. Starting January 27<sup>th</sup>, the Murray Career Discovery Center located on the campus of Murray State University in Heritage Hall will be open to the public, Monday through Friday from 8 am to 4:30 pm.

## C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

### 1. PURCHASE AREA HOUSING CORPORATION

Chairman Boykin called on Mr. John Ward for the Housing report. Mr. Ward shared the Purchase Area Housing Corporation met on Thursday, January 23<sup>rd</sup>. The meeting was an informational meeting only, due to lack of a quorum. PADD staff explained

since the last meeting the transfer of the Diuguid Apartments in Murray had been completed. Mr. Ward shared at PADD staff provided updates on the remaining rental properties in Calvert City, Murry and Hazel. The staff has begun discussions with the Kentucky Housing Corporation about developing a plan to sell or transfer these properties to another agency or individual. PADD staff also reported they are working with a buyer for the Neighborhood Stabilization Program house located at 1225 Salem Street in Paducah. This is the last NSO house built by the PADD and will satisfy our obligation to the program.

In conclusion, Mr. Ward announced the next Purchase Area Housing Corporation meeting was scheduled for Thursday, February 27, 2020. Encouragement was made for all members to attend.

2. JACKSON PURCHASE LOCAL OFFICIALS ORGANIZATION  
No Report

E. ANNOUNCEMENTS

Chairman Boykin called on Executive Director, for announcements. Mr. Buchanan reminded the board of the Legislative Breakfast on February 13<sup>th</sup> in Frankfort, and immediately following the breakfast the Kentucky Council of Area Development District will be meeting. The PADD representatives Mr. Arthur Boykin and Judge/Executive Todd Cooper would be attending as a proxy for Mayor Rita Dotson. Also, Thursday, February 13<sup>th</sup> is the West Kentucky Thank you night in Frankfort.

Mr. Buchanan express the importance of attendance at the Department of Local Government Budget Workshop on February 26<sup>th</sup>. High attendance will help keep a scheduled meeting in our area. Training hours will be awarded to Local Elected Officials.

IV. ADJOURNMENT

**Mr. Bill Fraser moved to adjourn, Mr. Pete Galloway seconded the motion, and the motion passed unanimously.**

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Chairman Arthur Boykin

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Secretary, Mayor Rita Dotson