

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

August 22, 2022

The Purchase Area Development District Board of Directors met on Monday, August 22, 2022, at 3:00 p.m., in the conference room of the PADD office. Webex was available for public viewing. Board members in attendance either in person, by phone or Webex (asterisk denotes absence):

Ballard

Judge/Executive Todd Cooper, Secretary
Cathy Pigg
Justin Puckett*

Calloway

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

Carlisle

Judge/Executive Greg Terry
Nancy Henley
Bill Fraser

Fulton

Judge/Executive Jim Martin
Mike Gunn*
Perry Turner
Greg Curlin*
John Wiley Gannon

Other guests present:

Ms. Sheila Clark

Graves

Richie Galloway*
Mayor Kathy O’Nan*
Mayor Charles Shelby*
Tamie Johnson
Pete Galloway
Monica Jackson

Hickman

Judge/Executive Kenny Wilson, Chairman
Mayor John Kelly
Howard Dillard
Ethan Cunningham*

Marshall

Judge/Executive Kevin Neal*
Mayor Rita Dotson, Vice-Chair
John Ward
Martie Wiles

McCracken

Judge/Executive Craig Clymer*
Mayor George Bray*
Arthur Boykin, Treasurer
Bill Bartleman
Matt Snow

Mr. Alex Caudill

Judge/Executive Kenny Wilson, Chairman of the PADD Board of Directors, called the meeting to order at 3 PM, conducted attendance in person and on Webex and introduced the guests. The group then performed the Pledge of Allegiance.

I. OLD BUSINESS

- A. Chairman Wilson asked for approval of the July 25, 2022, board meeting minutes. **Mr. Bill Fraser motioned for the approval of the minutes, Mr. Pete Galloway seconded, and the motion passed unanimously.**
- B. Chairman Wilson called on Ms. Alana Champion, Associate Director of Finance who summarized the Budget-to-Expense report for the month of July 2022.
- C. Chairman Wilson called on Mayor Rita Dotson for the PADD's Personnel and Finance Committee Report. Mayor Dotson reported that the Personnel and Finance Committee met at 1 pm on July 25 and heard updates on personnel, administrative and programmatic matters. The Committee reviewed the Executive Director's timesheets, office credit card bills and the line-item monthly budget to expense reports.

There was one contract with a listing provided in the packet, it did not require full board approval.

In conclusion, Mayor Dotson reported that No Code of Ethics violations were reported.

II. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Chairman Wilson called on Ms. Katie Thompson, Aging Coordinator for the Aging report. Ms. Thompson reported that in your packet and on the screen, you will see the Payment Reports for each of the Subcontractors for Fiscal Year 2022. These reports include monthly payments to each Subcontractor, the percentage of allocation spent by the end of June, and the target expenditure percentage by each month to ensure funds are expended by the end of the fiscal year. In the packet, you will also find the Ombudsman report for June 2022.

In conclusion, Ms. Thompson mentioned that the Silver Bells project was soon approaching. Ms. Thompson stated that she wanted the Board to be aware of the program and that any assistance from our community partners would be appreciated. This program assists long-term care residents in our area who may not have family readily available to help them during the Christmas season. These gifts are usually between \$20 and \$30 with wish lists provided for residents. This is also an annual requirement for the Ombudsman program.

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Wilson called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre reported staff has started the review and meetings with local officials for the FY23 Local Road Update Program.

Mr. LeFevre reported the next Regional Transportation Committee will meet on Tuesday, September 20, at 10:30 a.m. here at the PADD. A draft agenda is included on page 23 of the online board packet.

Finally, Mr. LeFevre reported that the Infrastructure Investment and Jobs Act (IIJA) provides action plan. The intention is to apply for this funding for a safety action plan for all PADD counties/cities. That application is due on September 15.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Wilson called on Mr. Stacey Courtney, Associate Director of Planning and Development. Mr. Courtney reported the PADD and its partners in the Federal Home Loan Bank/West Kentucky Rural Electric Cooperative Corporation Home Uplift Program will be participating in a dedication event on August 26th. The media event is set for 8 a.m. and the beautification project and dedication are set for 11 a.m. The home is in Marshall County near Hardin. An invitation is extended to any Board member that would like to attend to please join us for this event.

Mr. Courtney stated the Department for Local Government is requesting input as it implements the plan to make Community Block Development Grant Disaster Recovery funds available in the communities impacted by the December tornado and flooding that occurred in June. DLG is asking elected officials and community members from the impacted counties to complete a survey. The link highlighted in yellow in the packet is for elected officials and the one in pink is for community members at large. If you have not already completed a survey, we kindly ask that you take a few minutes to provide your valuable input to DLG.

Also, in your packet is the list of projects in the region submitted to the state clearinghouse in July are found on pages 27-30.

Mr. Courtney called on Mr. Jon Young to give the Comprehensive Economic Development Strategy. Mr. Young stated that staff are currently in the process of updating our CEDS plan. Mr. Young explained the CEDS is an EDA requirement. This is a re-write year which occurs every 5 years. Staff has been working with the region's economic developers to articulate economic development strategy for each county and the region. Staff is still looking to have the CEDS completed and ready for review prior to the September board meeting which must be reviewed and approved by the board. It then must be made public for a 30-day comment period. The CEDS must then be submitted to EDA by December 1 for approval and posted on StatsAmerica. This is the update on the CEDS and that concludes my report.

Next, Mr. Courtney asked Ms. Rachel Foley to report on the Disaster Resiliency Plan. Ms. Foley stated the DRP is a comprehensive outlook on how our region navigated uncharted territory during the pandemic and what we learned from it. It is also intertwined with our CDS and HMA plans. Surveys were sent out to our region's healthcare workers, teachers, first responders, local government officials and executives, and more to obtain feedback. Over the past 2 years, PADD has also been working with other Development Districts to collaborate as a whole. We are looking forward to having the DRP completed and ready for

review prior to the September board meeting which must be reviewed and approved by the Board.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Wilson called on Mr. Pete Galloway for the Commodity report. Mr. Galloway reported for the month ended July 31, 2022, there was a total of 266,822 pounds distributed through all food programs.

Mr. Galloway reported the two USDA programs, TEFAP and CSFP had 79,030 and 51,585 distributed for the month, respectively. CSFP served 1,810 participants in July.

The Feeding America program distributed 96,777 pounds for the month. This number includes 68,115 pounds from the Feeding America agency to retail pick-up program this quarter. 12,662 pounds were distributed through the Feeding America Purchase Program for the month. 16,000 pounds of disaster relief donations was distributed to our agencies for July. Staff disposed of 4,661 pounds of disaster relief donations due to expiration.

Finally, Mr. Galloway reported in the Farms to Food Banks program, through Feeding Kentucky, we distributed 15,790 pounds of mixed produce. Also, through Feeding Kentucky, with a grant named “Shredding Hunger” we distributed 23,640 pounds of cheese

2. WATER MANAGEMENT COUNCIL

No report.

3. BUSINESS LENDING REPORT

Chairman Wilson called on Mr. Mike Maxwell for the Business Lending report. Mr. Maxwell reported the Business Lending Department currently manages an overall portfolio of 75 active loans with a combined loan balance of 13,536,252.24. A breakdown of these balances, by program, can be found on page 31 of your online board packet.

The loan review committee met on August 10th, 2022. The committee approved 1 loan, in the amount of \$100,000 for Dixon Tree Service in Mayfield, KY for the acquisition and expansion of the current business. The loan is expected to create and retain over 7 full time jobs. A summary of the approved loan can be found on page 32 of your board packet.

PADD staff would also like to draw your attention to page 33 of your board packet. This page provides an overview of the current available funding resources in each program that the PADD has available to lend as of the date of this board meeting. You can find the complete portfolio by program on pages 34-62 of your board packet.

The PADD would like to give the board an update on all SBA 504 loans that have been in process since the last board meeting. The 504 loan for Tenacity Training, LLC has been given final approval by the SBA for closing. The KJK, LLC 504 is still being processed by the SBA.

No loans have closed since the last PADD board meeting.

On July 26th, the PADD participated in a webinar hosted by the Economic Development Administration, in conjunction with the United States Small Business Administration and the National Institutes for Standard of Technology. The seminar was focused on non-traditional sources of capital for businesses.

At the last board meeting, PADD informed the board that it had participated in a joint call with Mrs. Karen Lynch, RLF Administrator for the Economic Development Administration to discuss the requirements for setting up the new EDA Revolving Loan Fund. The initial lending plan has been submitted to the EDA for corrections or approval. The PADD expects to present the final plan to be completed and submitted to the PADD Board of Directors for approval at the September board meeting.

PADD staff would also like to notify the board that PADD has completed and submitted its required annual reports for both the SBA 504 and Microloan Programs. PADD has a virtual call scheduled on Tuesday, August 23rd with the SBA to review the Microloan Program. One issue that will be discussed is the PADD's strategic plan to meet the SBA expectation of 10 microloans per year. The PADD is in process of working with the Loan Review Committee to develop an expedited loan program for loan requests of \$10,000 and under. This plan will be incorporate a risk model with conditions to help expedite the approval process for smaller loans. The plan will be presented at the September Loan Review Committee for initial approval and then will be submitted to the PADD Board of Directors for final approval. By meeting the requirement of 10 microloans per year, the PADD would qualify for larger SBA Technical Assistance Grants in FY'23 and beyond.

The Business Lending Department is working with the PADD Finance Department to upgrade the PADD's loan servicing software. By upgrading the loan servicing software, PADD staff hope to create better efficiency for function such as payment tracking, payoff information, and delinquency tracking. PADD is also looking to create a "Borrower Portal" where borrowers can track their loan accounts and make payments on their loans without having to contact PADD staff. PADD has requested quotes from 3 software companies and is in the process of analyzing the price quotes.

Lastly, the PADD would like to remind the board that on Tuesday, September 13th, the PADD will be participating in a virtual roundtable discussion with the SBA. The topic and details have yet to be determined and more information will be sent to board members as the SBA finalizes the agenda.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Wilson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared staff will continue in our outreach efforts to assist those who have been unemployed with a job fair on August 23 from 10 a.m. – 3 p.m. at the Julian Carroll Convention Center in Paducah, Kentucky.

Ms. Fox shared that staff are preparing to assist WKWB staff with an upcoming job fair on September 15th. It will be held at the Bruce Convention Center in Hopkinsville from 10 a.m. – 3 p.m. The Hopkins County Long Term Recovery Group will host this event. Their vision for this event is to connect tornado-affected families with the services and vendors they need to advance in their recovery.

5. HAZARD MITIGATION

Chairman Wilson called on Ms. Rachel Stuckey for the Hazard Mitigation report. Ms. Stuckey reported Purchase Area Development District staff has continued to meet with local mitigation planning teams to discuss the critical facilities, mitigation projects and other important information needed to update the Regional Hazard Mitigation Plan. The last three meetings Fulton, Calloway and Hickman will be this upcoming week and then the drafting process of each county will begin. It is required by FEMA for incorporated cities to attend your local mitigation planning team meetings. If you would like to attend any of the last three meetings, please let me know.

The PADD will be hosting the second Regional Hazard Mitigation meeting on September 22, 2022, at 9:00am here at the PADD office. At this meeting the Warning Coordination Meteorologist Christine Wielgos from the National Weather Service will present on the hazardous events that have impacted the Purchase Region in the last five years. The Regional Committee will also determine the risk assessment for the entire region at this meeting. It is required by FEMA for all counties to be represented by your emergency manager present or another representative, all others are welcome to attend.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION

No report.

2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

No report.

ANNOUNCEMENTS

Chairman Wilson called on Executive Director, Mr. Jeremy Buchanan for announcements. Mr. Buchanan stated that there would be a Fish Fry this year. It would be September 29, at the Carlisle County Extension office. Invitations will be going out as soon as possible.

Mr. Buchanan stated that at this year's Governor's Local Issues Conference, the PADD, along with the Green River ADD and Pennyrite ADD, had received the Peggy Satterly Spirit of Kentucky Award for the I-69 Corridor Project.

Mr. Buchanan also stated that he had received a note from Secretary Jeff Noel regarding his visit in Western Kentucky and how he looked forward to returning.

Mr. Buchanan discussed briefly the Silver Bells project that Ms. Thompson had mentioned. He stated that this was a worthwhile event and encouraged those interested to contact Ms. Thompson.

The Home Uplift program is still looking for interested homeowners. Mr. Buchanan stated that if anyone knew of anyone 62 and older needing weatherization improvements to their homes to reach out to Mr. Courtney or Ms. Mattea Mitchell.

In conclusion, Mr. Buchanan stated at the September meeting, Mr. Russell Coleman would be the speaker. Mr. Coleman will be speaking on the fentanyl dangers and problems that our communities are facing.

IV. ADJOURNMENT

Chairman Wilson asked if there was any further business for the meeting. There being no further business, Chairman Wilson asked for a motion to adjourn. **Mr. John Ward motioned to adjourn, Mr. Pete Galloway seconded the motion, and the motion passed unanimously.**

Chairman Kenny Wilson

Secretary, Todd Cooper