

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

September 26, 2022

The Purchase Area Development District Board of Directors met on Monday, September 26, 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:

Russell Coleman, Guest speaker
Gavin Henshaw
Jeremy Prince
Tracey Warner
Riley Beth Willett
Eddy McGuire
Trevor Webb

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
Wynita 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

Sheila Clark
Jon Hayden
Alex Caudill
John Beasley
Scott Robbins
Richie Kemp
Jim Osborne

Jim Osborne
MaryAnn Medlock
Gina Winchester
Lauren Carr
Nicky Wright
Grace Stewart

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 August 22, 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 August 2022.
- C. Chairman Wilson read the PADD's Personnel and Finance Committee report in Mayor Dotson's absence. Chairman Wilson reported that the Personnel and Finance Committee met at 1 pm on August 22 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, Chairman Wilson reported that No Code of Ethics violations were reported.

- D. Chairman Wilson called on Mr. Jeremy Buchanan to introduce the guest speaker. Mr. Buchanan introduced Mr. Russell Coleman who is a member of the Frost Brown Todd LLC firm in Louisville, Kentucky. Mr. Coleman practices in areas of governmental and internal investigations, white-collar criminal defense, and government relations, having worked extensively at the Department of Justice, FBI, and on Capitol Hill. Most recently, Mr. Coleman has served as the United States Attorney for the Western District of Kentucky. Mr. Buchanan stated most importantly, Mr. Coleman attended the 5th grade with him. Mr. Buchanan stated that Mr. Coleman was present today to speak on the dangers of fentanyl in our communities.

Mr. Coleman thanked the Board of Directors for allowing him to speak. Mr. Coleman talked about this horrible fentanyl issue that was affecting all our communities. He stressed the importance of the relationship between law enforcement and the judicial entities and how important it was for both to work together for the betterment of our communities. He discussed origins and statistics from years past and the increased presence of fentanyl. He discussed the dangers that come with lack of knowledge and how we as communities need to educate ourselves. In conclusion, he thanked those groups of law enforcement, judicial branches, and health service providers that were present and commended them for their work on behalf of each community.

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 2023. These reports include monthly payments to each Subcontractor, the percentage of allocation spent by the end of August, 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 August 2022.

Ms. Thompson stated that there were 3 items to mention. First, open enrollment for Medicare Part D/SHIP starts on October 15 and will run until December 7th. Coverage on these plans will begin on January 1. Please contact Ms. Nancy Hogancamp for more information.

Secondly, Ms. Thompson reported that 3 employees attended the PAMHAC conference (Purchase Area Mental Health and Aging Coalition). The PADD sponsored a nonprofit vendor and a guest speaker. Ms. Shellie Mae is the Executive Director for the Office of Senior Protection and she presented on “Senior Scams.”

In conclusion, Ms. Thompson stated the Silver Bells project was approaching. She reported that list from the nursing facilities would be received by October 10. After lists are received, bells will be distributed to any business/person willing to be a sponsor. Ms. Thompson stated gifts will need to be brought to the PADD office no later than December 1. If you know of any businesses or organizations that might be interested in participating in this program, please have them contact me here at the PADD office.

2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Wilson called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre reported after conducting the Title II ADA Self Evaluation and Transition Plan, PADD has drafted a Title II transition plan to identify physical changes to our facility necessary to comply with the Americans with Disabilities Act (ADA). That draft plan is on pages 23-45 of your board packet. PADD is soliciting public/staff comments on the draft plan by Wednesday, October 19th. Following the public review period, PADD will incorporate appropriate comments and suggestions into a final plan.

Mr. LeFevre reported the Regional Transportation Committee met on Tuesday, September 20, at 10:30 a.m. here at the PADD. The meeting agenda and handouts, which include the committee’s goals, objectives, and bylaws, are provided for your information on pages 46-59 of the board packet.

And finally, Mr. LeFevre stated on September 14, the PADD applied for a Safe Streets and Roads for All grant (pages 55-56) in the amount of \$250,000. If awarded, the grant will provide funding to develop a regional comprehensive transportation safety action plan.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Wilson called on Mr. Stacey Courtney, Associate Director of Planning and Development. Mr. Courtney reported registration is now open for the Kentucky Association of Counties Annual Conference. The conference will be held on November 16 – 18 in Lexington. Visit KACo's web site for registration and other conference information.

In your packet is the list of projects in the region submitted to the state clearinghouse in August are found on pages 61-64.

Mr. Courtney stated that staff are in the finishing stages of updating the regional CEDS plan. The draft is now available for public review. The public comment period will end after 30 days on October 21, 2022. You may view the 2022 – 2027 PADD CEDS by visiting the link posted on the screen and in your board packet on page 65. Mr. Courtney stated to provide feedback please contact Mr. Jon Young at the PADD by email or mail before October 21. Once the comment period has closed, we will prepare final draft to be approved by the board at the October meeting. Once approved it will be submitted to EDA for approval and posted to StatsAmerica.

In conclusion, Mr. Courtney stated the draft Disaster Resiliency Plan is also available on the PADD website (same location as CEDS) and ready for review. Please review the plan and provide comments by Monday, October 17th to Ms. Rachel Foley. Her contact information is included on the screen and listed on page 66 in your packet. The final plan will be ready for the October board meeting, and we will present a supporting resolution to adopt the document by Board approval.

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 of August 2022, there was a total of 286,763 pounds distributed through all food programs.

The two USDA programs, TEFAP and CSFP had 57,300 and 51,055 pounds distributed for the month, respectively. CSFP served 1,810 participants in August.

The Feeding America program distributed 106,884 pounds for the month. This number includes 89,360 pounds from the Feeding America agency to retail pick-up program. 13,043 pounds were distributed with the Feeding America purchase program. We distributed 4,441 pounds of disaster relief donations to our agencies for the month.

In conclusion, Mr. Galloway reported through Feeding Kentucky, in the Farms to Food Banks program, we distributed 53,764 pounds of mixed produce to our 8 counties. Also, through Feeding Kentucky, with a grant named “Shredding Hunger” we distributed 17,760 pounds of shredded 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 76 active loans with a balance of \$12,316,122.40. A breakdown of these balances, by program, can be found on page 67 of your online board packet on page 67.

The Loan Review Committee met virtually on September 14th, 2022. No loans were presented at this meeting. The October Loan Review Committee is canceled due to PADD Business Lending staff’s attendance at the SBA Kentucky Lenders Conference in Lexington. The next scheduled meeting will be November 9th, 2022, at 9 a.m.

PADD staff would also like to draw your attention to page 68 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 71-101 of your board packet.

The PADD would like to give the board an update on current SBA 504 activity. There is no change in the status for KJK LLC. It is still being reviewed by the SBA. PADD would like to notify the board that the owners of the Zaxby’s franchise in Paducah have sold the business to Unbridled Chicken, LLC, a major Zaxby’s franchisor out of Louisville, Kentucky. As part of the sale of this business, Unbridled Chicken has assumed the SBA 504 loan and will begin payments on the new loan in October.

Mr. Maxwell reported that no loans have closed since the last PADD board meeting.

Mr. Maxwell reported that he would like to notify the board of changes made at the September Loan Review Committee to the PADD’s SBA Microloan Program. The PADD has developed a new application process for small microloan requests of \$2500-15,000. This new process is in response to a strategic attempt by PADD to meet the SBA goal of 10 microloan applications per year. At the September Loan Review Committee meeting, the committee voted to allow PADD to approve SBA microloan applications that are \$2500-\$15,000 and receive an acceptable score on a new risk matrix developed by the PADD to judge risk and credit worthiness. Under the new plan, applicants would have the opportunity to apply with reduced documentation requirements. The PADD then would enter the financial information and application into the SBA Ventures loan processing software. The PADD has developed a risk matrix that will score the application based on cash flow of the

business, global cash flow, collateral value, credit score and how long the business has been in operation. The maximum score that can be achieved is a 7.00. Applications that receive a score of 4.00 or above will be eligible for approval without having to present the application to the Loan Review Committee. PADD's expectation is that this process will provide a quicker approval and closing process for smaller loan requests in the microloan program. The number of loans closed in a fiscal year determines the amount of technical assistance grant money the PADD can receive in the following year, therefore, PADD believes that this expedited process will increase the number of approvals and applications. Details of the new program can be found on 69 and 70 of your board packet.

At the last board meeting, PADD informed the board that it had submitted the new lending plan to Mrs. Karen Lynch, RLF Administrator for the Economic Development Administration for approval. PADD has received a copy of changes that the EDA is requesting in the plan. PADD has made the requested changes and has resubmitted the plan for final approval. As a reminder, the PADD is required to have a RLF Lending Plan which will serve as a policy manual for the administration of the new EDA Revolving Loan Fund of \$3.2 million dollars. Once approved by the EDA, the plan will be submitted to the PADD Board of Directors for approval.

PADD would also like to update the board on its progress with updating the PADD's loan portfolio software. Recently, PADD staff participated in a virtual meeting with representatives of PORTFOL regarding conversion of PADD files to the PORTFOL system. PADD is in process of transferring all loan data into spreadsheets that will then be entered into the new software. The full conversion is expected to be completed by the end of the year.

Lastly, the PADD would like to inform the board that the PADD Business Lending Staff will be attending the SBA Kentucky Lenders Conference on October 10-13th in Lexington, Kentucky.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Wilson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared that direct services staff and our one stop operator assisted West Kentucky Workforce Board Staff on Thursday, September 15th at a hiring even held at the Bruce Convention Center in Hopkinsville. There were various job opportunities, resume assistance, and interviews offered on-site.

Ms. Fox was happy to share that the Direct Services staff are coming to a community near you! Ms. Yuri Chetawatee, one of our Career Coaches, has begun traveling to the Purchase counties to provide Career Services on site. She is available to provide job search assistance, resume assistance, and explore training opportunities with potential customers. Ms. Fox reported we may be reaching out to some of our local government officials to assist us with locations within your county where she can serve customers on site.

In conclusion, Ms. Fox reported staff also provided outreach at the Breaking Barriers Community Resource and Transition fair on September 20th in Madisonville. The event was designed to provide information about the resources available in the community including housing, healthcare, employment and counseling to name a few.

5. HAZARD MITIGATION

Chairman Wilson called on Ms. Rachel Stuckey for the Hazard Mitigation report. Ms. Stuckey reported the Purchase Area Development District continues to work with Emergency Managers to continue the Hazard Mitigation Plan Update for the Purchase Region. PADD staff is currently working on drafting up different county plans.

Ms. Stuckey reported on September 22, the PADD held the Second Regional Hazard Mitigation Committee meeting. At this meeting Christine Wielgos from the National Weather Service presented on the hazards that occurred in the Purchase Region over the last 5 years. This allowed the committee to determine the entire Purchase Region risk assessment. The Regional Committee also determined if adding vulnerable population facilities to the plan was beneficial and discussed the Disaster Relief 4663 funding.

PADD staff has been and will be reaching out to the counties and cities to collect the KACO and KLC cost replacement values for buildings in their jurisdiction that were determined critical by their local mitigation planning team. These values are a crucial part of the Hazard Mitigation Plan and without them the updating process will become delayed until they are received. If you would like a list of your specific critical facilities, please let me know.

Ms. Stuckey continued by reported on September 7, 2022, Kentucky Emergency Management released the availability of the Hazard Mitigation Grant Funding for the flooding Disaster that occurred in Eastern Kentucky. All the counties in the state of Kentucky are eligible for the DR4663 funds. The counties that were impacted will have priority, but we encourage the Purchase Region counties to take the opportunity to submit mitigation projects for the available funds. To apply for a mitigation project, you can contact your Emergency Manager and they can submit an MAF in the CHAMPS portal until October 13, 2022. PADD staff recommends reaching out to your Emergency Manager with any projects sooner rather than later as the process is a lengthy document. PADD staff is available to help the Emergency Managers with submitting applications into the CHAMPS portal. We ask that you reach out to the PADD by October 3, 2022, with prepared information for assistance, to allow us adequate time to work on the applications and providing information needed before the October 13 deadline. This will be a first come first serve basis.

Lastly, Ms. Stuckey reported last week FEMA announced over \$3 billion in funding available through two different Hazard Mitigation Assistance programs. The two programs are the Flood Mitigation Assistance and the Building Resilient Infrastructure and Communities. The two grant program applications will open this Friday September 30, 2022, to assist state, local, tribal, and territorial governments in strengthening the national ability to reduce disaster losses and protect life and property from future disasters. The pre-applications were sent out via email and will be sent out with every reminder email. The pre-

applications are due to the State Hazard Mitigation Officer Geni Jo Brawner on October 21, 2022.

C. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION

Chairman Wilson called on Mr. Stacey Courtney for the Housing report. Mr. Courtney reported that since our last report in July, the property at 104 Spruce Street in Murray has been transferred to the Murray Calloway County Habitat for Humanity. The Kentucky Housing Corporation has released the Purchase Community Housing Development Corporation from any further obligations, financial or otherwise, pertaining to this property. The Deed of Release has been filed with the Calloway County Court Clerk.

The final two PCHDC rental properties are located at 204 and 206 Barnett Street in Hazel. 204 Barnett is vacant and will be transferred to Murray Calloway County Habitat for Humanity. The property at 206 Barnett has recently been vacated by the current tenant. PADD is currently working with Habitat for Humanity to determine the overall condition of this home. Habitat has indicated they are willing to take ownership of the home if it is structurally sound and can be improved for a new homeowner. If it is found this home is in poor condition and not economically feasible to repair in comparison to building a new home, it will be razed. The lot will then be transferred to Habitat. Habitat would utilize the location to build a new affordable home for a selected family or individual through Habitat's application process.

Mr. Courtney stated the Board would be informed as progress is made with these final two properties.

2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

Chairman Wilson called on Mr. Jim LeFevre for the Jackson Purchase Local Officials Organization. Mr. LeFevre reported that the Jackson Purchase Local Officials Organization, Inc. conducted a special called (virtual) meeting on Wednesday, September 7 to consider two warehouse proposals. Codell Construction's proposal to build a 15,000 square foot building on the existing site for \$2,375,955 was rejected. Youngblood Excavating & Contracting, LLC's proposal to build a 11,760 square foot building on approximately three (3) acres west of Mayfield on KY 58 for \$1,282,400, with an additional 5% added for any necessary change orders, for a total of \$1,346,520 was accepted. A contract is pending legal review.

ANNOUNCEMENTS

Chairman Wilson called on Executive Director, Mr. Jeremy Buchanan for announcements. Mr. Buchanan stated he had just a few announcements. Mr. Buchanan announced that the Water Management Council would be meeting on Tuesday, September 27, at 9:00 a.m. at the PADD office.

Mr. Buchanan stated the PADD Fish Fry would be held on September 29 at noon at the Carlisle County Extension Office. He mentioned that in talking with Mr. Alex Caudill that DLG Commissioner Dennis Keene planned to be in attendance. Mr. Buchanan stated that Commissioner Keene would arrive in town on the Wednesday prior if anyone would like to meet with him to contact Mr. Caudill. Mr. Buchanan also stated that Commissioner Keene had mentioned that he looked forward to being able to tour the Carlisle County Extension Office and the Health Department across the street as they had both been built with DLG Block Grant funds.

In closing, Mr. Buchanan stated that Ms. Ginger Bard of Fulton County, who served on the Food Bank Commodity and Task Force Committee and was the Director of the Ken-Tenn Food Bank in Fulton, Kentucky passed away unexpectedly since the last Board meeting. Ms. Bard worked tirelessly in her roll of Director of the Ken-Tenn Food Bank and volunteered many hours in that service and many other services throughout the Fulton County area. And finally, on pages 107-110 of the packet you will see several articles regarding the passing of Mr. Howard Dillard. Mr. Dillard was a PADD Board member of 6 years but with many years of service to his community. Mr. Dillard's appointment to the Board was a joint appointment between the Hickman County Judge Executive and the Mayor of Clinton. The joint decision has been made to appoint Mr. Dillard's daughter, Ms. Wynita Dillard to fulfill her father's appointment. It is her wish to continue her father's legacy of service and the Board looks forward to introducing her at the next Board meeting. Chairman Wilson stated that Mr. Dillard had been a friend for 45 years or more and would be greatly missed.

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