

## PURCHASE AREA DEVELOPMENT DISTRICT

### BOARD OF DIRECTORS MEETING

July 24, 2023

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The Purchase Area Development District Board of Directors met on Monday, July 24, 2023, 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:**

Dr. Thomas Carew  
Sheila Clark  
Morgan Alvey  
Emily Shepherd

#### **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 Spraggs\*  
Mayor Rita Dotson, Vice-Chair  
John Ward  
Andrew Pagel

#### **McCracken**

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

Greg Thomas  
Alex Caudill  
Whitney Meadows

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

I. OLD BUSINESS

- A. Chairman Wilson stated that there were minutes from the June 26, 2023, meeting that would need approval. **Mr. Bill Fraser motioned for the approval of the minutes from the June 26, 2023, meeting, 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 June 2023.
- C. Chairman Wilson asked Mayor Rita Dotson to give the report for the Personnel and Finance Committee. Mayor Dotson reported that the PADD Personnel and Finance Committee met today at 1 pm and reviewed the Executive Director's monthly timesheet, travel voucher, office credit card bill and the monthly budget to expense report.

There were 2 total contracts in June that do not require full board approval. A listing is included in your packet on page 14.

In conclusion, Chairman Wilson stated that no Code of Ethics violations were reported in the last month.

- D. Chairman Wilson called on Mayor Kathy O'Nan to give the report on the Nominating Committee meeting that was held this morning at 8:00 a.m. Mayor O'Nan reported that the Nominating Committee met today as directed by the PADD Bylaws, to bring forth a slate of officers to be effective August 1, 2023. The meeting packet included the PADD Bylaws, current officers listing, and full board membership listing. After discussion, the Committee recommends the following slate of officers in the form of a motion, Chairman, Mayor Rita Dotson; Vice-Chair, Judge/Executive Todd Cooper; Secretary, Mr. Pete Galloway; and Treasurer, Judge/Executive Kenny Wilson. **On behalf of the Nominating Committee, Mayor Kathy O'Nan moved that this slate of board officers be approved for FY24. Ms. Sue Outland seconded the motion and it passed unanimously.**

In conclusion, Chairman Wilson stated that no Code of Ethics violations were reported in the last month.

- D. Next, Mr. Jeremy Buchanan introduced today's guest speaker, Dr. Thomas Carew, State Director of the USDA office in Lexington, Kentucky. Mr. Buchanan stated that prior to joining USDA, Dr. Carew served as the Executive Vice President of Membership and Advocacy for Fahe in Central Appalachia. While at Fahe, Dr. Carew was the principal authority of the 502 Direct Packaging Demonstration with USDA. Through his leadership, Fahe's membership grew from 44 to more than 55 affordable housing nonprofits. Dr. Carew helped lead the expansion of Fahe housing programs into Alabama and Maryland. He was the founding Executive Director of Frontier Housing, a non-profit, affordable housing developer based in Morehead, Kentucky. He is also the recipient of the Dorothy Williams Lifetime Achievement Award from the Kentucky Housing Corporation, the highest award given in the Commonwealth for non-profit housing producers. In 2010, Dr. Carew received the Cochran Collings award from the Housing Assistance Council for service to Rural America. Mr. Buchanan stated that Board members would see Dr. Carew this week if they had made plans to attend the July 26 meeting at the CSFB Center at Murray State for an informational meeting that has been promoted between RD, DLG, DRA, IWG and three ADD's regarding funding sources

to potentially be used with HB9 funds. Dr. Carew will also be in attendance on July 25 at a training event for the 3 ADDs also to be held at the CSFB Center.

## II. NEW BUSINESS

### A. STANDING COMMITTEES

#### 1. AGING COMMITTEE

Chairman Wilson called on Ms. Cissy Fox for the Aging report. Ms. Fox reported in the packet and on the screen are the Payment Reports for each of our Subcontractors for the month of June. These reports include monthly payments to each Subcontractor, the percentage of allocations spent by the end of the month, and the target expenditure percentage for each month to ensure funds are expended by the end of the fiscal year.

The Ombudsman's report is also included for your information.

- As reported last month, The Aging Department issued its Request for proposals for Aging services on June 7<sup>th</sup>. Proposals were due to the PADD by June 21<sup>st</sup> at noon.
- The PADD received bids for meals, health promotion services, Legal services, and SCSEP. One bid per county for meals and health promotion services were received. Bids to serve our 8-county region were received for SCSEP and Legal services.
- Title III B in home services were also bid and we did not receive any bids for these services.
- The bids received for the various services and the proposed rates for these services are in the packet and on the screen. Ms. Fox requested Board approval for the rates as presented for FY 24.

**Mayor Kathy O’Nan made a motion to approve the rates as listed for the FY 24 period. Mayor Rita Dotson seconded the motion and it passed unanimously.**

#### 2. REGIONAL TRANSPORTATION COMMITTEE

Chairman Wilson called on Mr. Jim LeFevre for the Transportation Committee Report. Mr. LeFevre reported on July 5, Governor Andy Beshear announced grants for four Kentucky riverports. The Paducah-McCracken County Riverport is receiving \$30,510 for the replacement of two deteriorated entranceways and aprons to provide increased access to storage yards.

Barkley Regional Airport's new and improved terminal officially opened Thursday, July 6, with a ribbon cutting that was attended by local, state, and national dignitaries. Its construction required more than 200 workers, 200,000 cubic yards of earthwork, 22,000 tons of aggregate base, 14,000 tons of asphalt pavement, 550 cubic yards of concrete, more than 10 miles of utility lines, drainage pipes, and conduit, and the new terminal is 25,100 square feet of modern architecture with family restrooms and pet spaces.

In conclusion, Mr. LeFevre reported that PADD staff are working with Murray WATCH to finalize the purchase (through a 5310 grant) of a minivan to serve the transportation needs of the agency. The Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program is a federal grant program that aims to improve mobility for seniors and individuals with disabilities by removing barriers to transportation service and expanding transportation mobility options.

### 3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chairman Wilson called on Ms. Mattea Mitchell. Ms. Mitchell reported the 2023 Local Issues Conference is scheduled for August 16-18<sup>th</sup> at the Galt House in Louisville. Registration is open on the DLG website. There is a draft agenda included in your board packet on pages 32-34. The theme this year is FORWARD.

Still available through Delta Regional Authority is the strategic planning funding program for communities across the eight-state region. This program will give public entities access to strategic planning funds to address long-standing issues and develop a roadmap for economic growth and opportunity. Examples of eligible plans could include economic development plans, utility rate studies, transportation plans, workforce development plans and broadband deployment plans. Awards will range from a minimum of \$25,000 to a maximum of \$150,000. Applications are accepted on a rolling basis. If you are interested in this funding, please contact PADD community economic development staff for more information.

Ms. Mitchell reported that still available through the Delta Regional Authority is the 2023 Critical Infrastructure Fund. This funding supports economic and community development needs within DRA's region addressing basic public and transportation infrastructure, as well as flood-control issues. DRA strives to invest in projects that align with their strategic investment goals 1- Invest in public infrastructure, 2- Nurture local workforce ecosystems, 3- Promote business growth and entrepreneurship, and 4- Support community placemaking and capacity-building. Awards will range from a minimum of \$500,000 to a maximum of \$2,000,000. Applications are accepted on a rolling basis. You can visit the DRA website for more information. [www.dra.gov](http://www.dra.gov)

The U.S Economic Development Administration is now accepting applications through the Fiscal Year 2023 Disaster Supplemental Funding NOFO. The awards made under this NOFO are designed to address economic challenges in those areas where a Presidential declaration of a major disaster has been issued. Funding will help communities devise and implement long-term economic recovery strategies through a variety of construction and non-construction projects. A summary is on pages 35-38 of your packet, or you can visit the EDA funding page for more information.

Finally, in the packet is the list of projects in the region submitted to the state clearinghouse in June. This is found on pages 39-41 of your board packet.

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

##### 1. COMMODITY AND FOOD BANK TASK FORCE

Chairman Wilson called on Ms. Angela Jewell for the Commodity report. Ms. Jewell reported for the quarter ending June 30, 2023, there was a total of 1,070,972 pounds distributed through all food programs.

Our two USDA programs, TEFAP and CSFP had 348,812 and 172,610 pounds distributed for the quarter, respectively. CSFP served 1,960 participants each month.

The Feeding America program distributed 357,172 pounds for the quarter. This number includes 259,250 pounds from the Feeding America agency to retail pick-up program this quarter. 72,409 pounds were distributed through the Feeding America Purchase Program for the quarter. We distributed 1,600 pounds of disaster relief donations. With the Anthem Serving Up Fresh Produce

program, 19,840 pounds of fresh produce was distributed in Graves & Hickman Counties, serving 500 plus residents in each county. Through our backpack program, a total of 281 children were served—with 1,424 bags—totaling 4,073 pounds for the quarter to finish this school year. (The program will start back up in September)

Through the Feeding Kentucky Farms to Food Banks program, we distributed 58,215 pounds of cheese and produce.

We had several “other/misc.” donations in this Quarter:

- 134,163 pounds (from miscellaneous donors) were donated to Calloway, Fulton, Graves, Hickman & McCracken counties.

#### TOTAL POUNDS DISTRIBUTED FOR FY23

3,466,399 Pounds

Our next Commodity and Food Bank Task Force Board Meeting will be held tomorrow, July 25<sup>th</sup> at 10:00 A.M. here in the large conference room.

#### 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 74 active loans with a balance of Twelve million, three hundred twenty-three thousand, five hundred seventy-three dollars and fifty-seven cents (\$12,323,573.57).

The complete portfolio by program on pages 43-65 of your board packet. PADD staff would like to draw your attention to page 66 of your board packet. This page provides a summary of the PADD loan portfolio, as well as the current available funding resources in each program. In addition, you may find a listing of the loans by county on page 67.

The Loan Review Committee held its regularly scheduled meeting via WebEx on July 12, 2023. At this meeting, the PADD Loan Review Committee received an update on current collection action being taken for loans found to be 6 months or more in arrears. No applications for new loans have been received since the last board meeting. The PADD has closed 3 loans since the last board meeting. These loans include a \$110,000 loan for working capital for a new restaurant in downtown Paducah, a \$128,000 working capital loan for a solar panel company in Mayfield, and a \$200,000 loan for working capital and inventory for a grocery store in West Paducah. These loans were funded from the PADD's Economic Development Administration ARPA Revolving Loan Fund. The PADD has 2 loans still in progress, an \$80,000 ARPA RLF and a \$15,000 SBA Microloan. Both of these loans are to the same borrower and the PADD is expected to close the loans at any time once the paperwork is received by the PADD attorney that is preparing the documentation.

The PADD would also like to update the board on the progress of the SBA 504 loan for a mortuary service in Mayfield, Kentucky that was approved by the board at the April board meeting. The borrower has since had to find a new banking partner and the PADD is prepared to submit the loan to the SBA pending the new bank's submission of a third-party lender letter.

Mr. Maxwell drew attention to pages 68-72 of the board packet. As the board is aware, the PADD recently completed a review of the PADD's SBA 504 program by the United States Small Business Administration. The PADD has been asked to increase production in the SBA 504 program. As part of this request, the PADD is required to submit to the SBA a board approved strategic plan. On pages 73-83, you will find a strategic plan and updated marketing materials for the PADD's 504 program. The PADD has been tasked to obtain 2 SBA 504 approvals in the next fiscal year. The PADD believes that this strategic plan and extensive outreach efforts to local strategic partners will help to meet this goal. As part of this plan, the PADD requests feedback from the board on any potential partners in your community that the PADD may contact. Mr. Maxwell requested that if you have an economic development project in your area that you feel may benefit from funding through the SBA 504 program, please contact the PADD's Business Lending Team. Mr. Maxwell stated that the PADD is requesting action by the board to approve this strategic plan to increase PADD 504 production in the next fiscal year. **Judge/Executive Todd Cooper made a motion to approve the Strategic Plan. Mayor Rita Dotson seconded the motion and it passed unanimously.**

#### 4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chairman Wilson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared an update about an activity that our Paducah Business services team has provided that has garnered much success. Our business services team is led by Mary Anne Medlock and is comprised of many community entities that are interested in local workforce activities along with Career Development staff. We meet monthly.

Each Tuesday, there is a job fair held at the Paducah Career Center. It is not the typical large job fair that many are accustomed to, it is a small job fair with about 8 employers from various employment sectors. There have been several interviews and job offers made on the spot. Job seekers and employers alike have spoken very highly about their experiences at the job fairs. On the screen, you will see a flyer detailing the employers that will be at the job fair this Tuesday.

Ms. Fox updated the Board on WIOA Direct Services activities. Ms. Fox stated currently on priority of service regarding WIOA funds. Clients are currently being placed on a waiting list for training services due to funding limitations. However, we still have Project Twister funding available for those who have been impacted by the tornado that can assist with short-term training opportunities.

#### 5. HAZARD MITIGATION

Chairman Wilson called on Ms. Rachel Foley for the Hazard Mitigation report. Ms. Foley reported over the last year the Purchase Area Development District has been working with each county to update the Purchase Region Hazard Mitigation Plan. The drafts for each county and the region were available for review and comment in June.

July 13<sup>th</sup>, the updated Hazard Mitigation Plan was sent to Kentucky Emergency Management to begin the review process. KYEM has up to 60 days to provide comments for PADD to make edits before submitting to FEMA for final review. Staff expect to have the plan turned in to FEMA by mid-September. The current plan expires in November 2023. Ms. Foley stated that if there are any questions, to please contact:

Stacey Courtney: 270-251-6146 or [Stacey.courtney@purchaseadd.org](mailto:Stacey.courtney@purchaseadd.org)

James Smith: 270-251-6138 or [james.smith@purchaseadd.org](mailto:james.smith@purchaseadd.org)

Rachel Foley: 270-251-6168 or [rachel.foley@purchaseadd.org](mailto:rachel.foley@purchaseadd.org)

The Purchase Area Development District will be hosting the *Community Energy Resilience Project Stakeholder Meeting* on Tuesday, August 8<sup>th</sup> at 10:00am at the PADD office.

Through the *Building Resilient Infrastructure and Communities Program (BRIC)*, PADD staff will work with communities in the region to identify critical facility energy needs and infrastructure at those facilities in case of emergency.

The overall goal of the project will be to gather information relative to energy assets, systems, and energy response needs to identify future mitigation projects. This will result in data collection and analysis intended to increase the capability of and build the capacity for local governments to propose and complete mitigation project applications that either wholly or partially address power and general energy needs and infrastructure needs. Again, if there are any questions, please contact:

Stacey Courtney: 270-251-6146 or [Stacey.courtney@purchaseadd.org](mailto:Stacey.courtney@purchaseadd.org)

Rachel Foley: 270-251-6168 or [rachel.foley@purchaseadd.org](mailto:rachel.foley@purchaseadd.org)

### III. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

#### 1. PURCHASE AREA HOUSING CORPORATION

No report.

#### 2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

No report.

### IV. EXECUTIVE DIRECTOR ANNOUNCEMENTS

Chairman Wilson called on Executive Director, Mr. Jeremy Buchanan for announcements. Mr. Buchanan began by announcing that the Governor's Local Issues Conference would be held on August 16-18 in Louisville at The Galt House. Mr. Buchanan reported that staff would be in attendance at this conference. Mr. Buchanan reported that at this time, there were approximately 600 registered for attendance.

Mr. Buchanan also stated that in regard to the meeting on July 26, that DLG, RD, DRA, IWG and Purchase, Pennyrile and Green River ADDs would all be in attendance for this informational meeting being held at The CSFB Center at Murray State University in the Murray Room on the lower level.

In closing, Mr. Buchanan stated that Ms. Geri Lamb was finalizing the NADO Conference registrations and travel plan for the November 2023 conference in Cleveland, Ohio. Mr. Buchanan stated that if any Board members are eligible and would like to attend to please reach out to Ms. Lamb for details.

V.

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

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Chairman Kenny Wilson

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Secretary, Todd Cooper