

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

February 26, 2024

The Purchase Area Development District Board of Directors met on Monday, February 26, 2024, 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, Vice-Chair
Cathy Pigg
Justin Puckett

Calloway

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

Carlisle

Judge/Executive Greg Terry
Nancy Henley
Phillip Bean

Fulton

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

Other guests present:

Bill and Sheila Fraser
Jerry Fraser
Larry Fraser
Austin Weatherington
Alex Caudill

Graves

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

Hickman

Judge/Executive Kenny Wilson, Treasurer
Mayor John Kelly
Wynita Dillard
Ethan Cunningham

Marshall

Judge/Executive Kevin Spraggs*
Mayor Rita Dotson, Chair
John Ward*
Andrew Pagel

McCracken

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

Olivia Clark
Aaron Jones
Brandon Gibson
Mary Anne Medlock
Sheila Clark

Guests continued:

Morgan Alvey
Christina Peterson
Jim Osborne

Justin Tidwell
Lauren Carr

Mayor Rita Dotson, Chair 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. Chair Dotson stated that there were minutes from the January 22, 2024, meeting that would need approval. **Judge Greg Terry motioned for the approval of the minutes from the January 22, 2024. Judge Todd Cooper seconded, and the motion passed unanimously.**
- B. Chair Dotson called on Ms. Alana Champion, Associate Director of Finance who summarized the Budget-to-Expense report for the month of January 2024.

Ms. Champion referred to the FY25 Cost Allocation plan that was posted on the Purchase Area Development District website for everyone to review. It is a very large document but mostly contains the chart of accounts of the ADD. Ms. Champion discussed those items that had changes, which were the Organizational Chart and FY25 Cost Allocation Plan. This item was approved for recommendation by the Personnel and Finance Committee and needs full board approval. **Judge Greg Terry made a motion to approve the FY25 Cost Allocation plan. Mayor John Kelly seconded the motion and it passed unanimously.**

- C. Chair Dotson asked Judge Todd Cooper to give the report for the Personnel and Finance Committee. Judge Cooper reported that the PADD Personnel and Finance Committee met today at 1 pm and reviewed the Executive Director's monthly timesheet, travel vouchers, office credit card bill and the monthly budget to expense report. The Committee also approved the FY24 audit engagement letter from CRI, LLC, a Memorandum of Understanding was discussed and the FY25 Cost allocation were both approved for recommendation to the Board.

There were three total contracts that did not require full Board approval. A listing is included in your packet on page 19.

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

- D. Chair Dotson asked Mr. Buchanan to introduce the special guest. Mr. Buchanan stated that Mr. Bill Fraser has been a constant in local government ever since he became Sheriff in Carlisle County in 1974. He has over 50 years in public service having been elected and serving as Sheriff of Carlisle County in 1974 and being elected the first Judge Executive of Carlisle County in 1978. He has 34 years of service with the Purchase Area Development District. In that time, he has been an active member who has made a huge impact on our Board and in the region. Mr. Buchanan stated that late last year, Mr. Fraser had informed the Board that he would not be able to continue to participate and Mr. Buchanan didn't want to leave it with just a phone call. Mr. Buchanan asked Mr. Bill Fraser to attend today's meeting so he could be honored for his service. Mr. Fraser was accompanied by his wife, Ms. Sheila Fraser, and two of their sons who were also in attendance. He presented Mr. Fraser with a plaque to show our extreme appreciation of his service.

Mr. Fraser stated that he had enjoyed the time spent as part of the PADD Board. Mr. Fraser said he had been at the PADD longer than any other Board member or current employee and he felt it was time to hang out at the house for a bit. Mr. Fraser stated that it had been a joy and privilege working with the Board, he appreciated the many trips that he and his wife had been on and the work that had been done for his county through the years.

II. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Chair Dotson called on Ms. Cissy Fox for the Aging report. Ms. Fox stated in the packet and on the screen, you will see the Payment Reports for each of our Subcontractors for the month of December. 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.

In the packet, you will also find the Long-Term Care Ombudsman's report.

Ms. Fox reported and highlighted the Long-Term Care Ombudsman program. The Long-Term Care Ombudsman Program (LTCOP) is a resident-centered advocacy program. The resident of or applicant to a long-term care facility is the client, regardless of the source of the complaint or request for service. The long-term care ombudsman will make every reasonable effort to assist, represent, and intervene on behalf of the resident.

The LTCOP protects and seeks to improve the quality of care and quality of life for residents of long-term care facilities through advocacy for and on behalf of residents and through the promotion of community awareness and involvement in long-term care facilities.

The Older Americans Act required all state agencies on aging to establish an ombudsman program that would conduct the following activities:

- (1) Investigate and resolve long-term care facility residents' complaints;
- (2) Promote the development of citizens' organizations and train volunteers;
- (3) Identify significant problems by establishing a statewide reporting system for complaints, and work to resolve these problems by bringing them to the attention of appropriate public agencies;
- (4) Monitor the development and implementation of federal, state, and local long-term care laws and policies;

The mission of the Kentucky Long-Term Care Ombudsman Program is to work to improve the lives of all residents by enhancing the quality of life, improving the quality of care, protecting the individual rights, and promoting the dignity of each resident that resides in a long-term care facility. I would also like to share information with you about an upcoming webinar our Area Agency on Aging and Independent Living will be hosting in collaboration KY Coalition for Healthy Communities and Project Echo. The Webinar will be titled "Food Insecurity: Understanding Service Gaps and Barriers to Resources." We invite you to join in our discussion on Friday, March 15th from 11 a.m. – 1 p.m. CST. The information is on the screen and in your packets.

2. REGIONAL TRANSPORTATION COMMITTEE

Chair Dotson called on Mr. Jim LeFevre for the Transportation Committee report. Mr. LeFevre reported the Regional Transportation Committee will meet on March 21 here at the PADD. A draft agenda is shown here on the screen and can be found on page 31 of the board packet.

PADD staff continues to work on the FY24 local road updates. Please let staff know if there are any road updates, such as name changes, closures, etc. as there is still time to get system changes made during this contract period.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Chair Dotson called on Ms. Mattea Mitchell. Ms. Mitchell reported the Purchase Area County Budget Workshop is scheduled for Tuesday, February 27th, 2024, from 9:00 AM-Noon. Coffee and donuts will be served.

DLG has announced an opening of another funding window for the 2021 Disaster Recovery Infrastructure program. Applications for the Second Round of 2021 Disaster Recovery Program opened on February 1, 2024, for Public Infrastructure and Stormwater Management projects. The application window will run through March 29, 2024. Those applications can be found on the DLG website. The link is also included in your board packet under active grant opportunities.

https://kydlgweb.ky.gov/FederalGrants/16_DRP.cfm

As FYI - DLG is still accepting applications for Single Family New Construction, Multifamily New Construction and Rental Rehab and Reconstruction CDBG-DR funding.

Ms. Mitchell stated as mentioned last month, Delta Regional Authority is transitioning to a new portal system. All grant documentation including pay requests, quarterly reports, award documents and new applications are on hold until the new portal is fully functional.

DRA is in the process of writing the new Notice of Funding Opportunity for both SEDAP and CIF, so we anticipate applications to open early spring. If you are interested in applying for either fund, please reach out to CED staff.

The LWCF provides federal grant funds to protect important natural areas, acquire land for outdoor recreation and to develop or renovate public outdoor recreation facilities such as campgrounds, picnic areas, sports & playfields, swimming facilities, boating facilities, fishing facilities, trails, natural areas, and passive parks. Cities, counties, state, and federal agencies are eligible to apply for funding. The minimum amount is \$25,000. The maximum grant amount is \$250,000. It is a matching reimbursement program. Deadline to apply is May 31, 2024.

https://kydlgweb.ky.gov/FederalGrants/16_LWCF.cfm

The Recreational Trails Program (RTP) is funded by the Federal Highway Administration (FHWA). It can be used to aid with acquisition of easements, development and/or maintenance of recreational trails and trailhead facilities for both motorized and non-motorized use. Eligible applicants are city and county governments, state, and federal agencies. Non-profit organizations must partner with a governmental entity. The minimum grant request is \$25,000; the maximum grant request is \$250,000.

This is a Federally funded, matching reimbursement grant program. Deadline to apply is May 31, 2024.

https://kydlgweb.ky.gov/FederalGrants/16_RTP.cfm

In conclusion, Ms. Mitchell stated that in the packet is the list of projects in the region submitted to the state clearinghouse in January. This is found on pages 32-35 of the board packet.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Chair Dotson called on Ms. Angela Jewell for the Commodity report. Ms. Jewell reported for the month of January 2024, there was a total of 341,721 pounds distributed through all food programs.

On the two USDA programs, TEFAP and CSFP had 131,908 and 53,386 pounds distributed for the month, respectively. CSFP served 2,020 participants in January.

The Feeding America program distributed 110,407 pounds for the month. This number includes 95,566 pounds from the Feeding America retail recovery pick-up program. 11,286 pounds were distributed through the Feeding America purchase program. Through the Backpack program, 3,555 pounds were distributed in January, serving 237 children with 1,185 bags.

In the Miscellaneous Donations category, pantries directly received 46,020 pounds in Calloway, Hickman, Marshall & McCracken counties. This number includes 2,700 pounds of venison from the Kentucky Hunter's for the Hungry program.

Ms. Jewell reported a sizable donation from a charitable foundation in the amount of \$50,000 to be used in our region to combat food insecurity. Ms. Jewell stated that at Christmas time, 11 pantries had received 4-pound hams. These hams went to the counties of Ballard, Carlisle, Hickman, and Fulton for a total of 1,230 pounds distributed. Likewise, in the counties of Calloway, Graves, Marshall, and McCracken, chubs of beef were distributed in February for a total of 3,929 pounds of ground beef. Ms. Jewell concluded by stating that with the balance of funds, she hoped to do another distribution to benefit all 36 pantries one more time.

2. WATER MANAGEMENT COUNCIL

No report.

3. BUSINESS LENDING REPORT

Chair Dotson called on Mr. Mike Maxwell for the Business Lending report. Mr. Maxwell reported the Business Lending Department currently manages an overall portfolio of 86 active loans with a balance of Twelve million, six hundred seventy-five thousand, four hundred eleven dollars and 11/100 (\$12,675,411.11).

The PADD Loan Portfolio can be found on pages 42-45 of your board packet. PADD would like to note that the PADD has completed the transition to the new loan software platform, PORTFOL. The portfolio report found on pages 42-45 reflects the new reporting format that will be utilized. PADD

can now more accurately, and efficiently track loan details such as payment history, delinquencies, and loan payoff requests.

The PADD Loan Review Committee met on February 14th and approved 3 new applications.

The first loan approved by the committee was an Economic Development Administration ARPA Revolving Loan Fund application in the amount \$225,873 for working capital and leasehold improvements related to an expansion of a franchise restaurant in Murray, KY. Details of this loan can be found on pages 37-39 of your board packet.

The second loan approved by the committee was an SBA 504 application for the purchase of real estate and renovations for a new bar and grill restaurant in Eminence, Kentucky. You can find an overview of this project on page 40 of your board packet. The project is a 504 request for 409 Bar and Grill, LLC. The total project cost for this loan is \$984,490. The bank is providing 50% funding of the project, and the SBA is asked to provide \$344,571.50 in funding, which is 35% of the project cost. The committee approved a gross debenture of \$355,000. PADD would like to remind the board that the PADD has authority to offer the SBA 504 program anywhere in the state of Kentucky. This is the only PADD loan program that can fund projects outside of the Purchase Area.

Mr. Maxwell stated as this is an SBA 504 application, PADD requests action from the board of directors to ratify the Loan Reviews approval of this SBA 504 loan application for 409 Bar and Grill, LLC. with a gross debenture in the amount of \$355,000. **Judge Greg Terry made a motion to ratify the loan approval for the 409 Bar and Grill, LLC. Judge Kenny Wilson seconded the motion, and it passed unanimously.**

The third loan approved by the committee was an SBA 504 application for the construction of a building to be used as a metal fabrication shop in Carlisle County, Kentucky. You can find an overview of this project on page 41 of your board packet. The project is a 504 request for Shed Metalworks, LLC. The total project cost is \$532,200. The bank is providing 50% funding of the project, and the SBA is asked to provide \$186,270 in funding, which is 35% of the project cost. The committee approved a gross debenture of \$193,000. The PADD would like to note that the PADD Board of Directors approved a 504 loan for the same borrower at the January board meeting. Changes in the loan purpose and borrowers loan needs have changed, which required the loan to be adjusted and resubmitted to the Loan Review Committee for another review.

Mr. Maxwell stated that as this is an SBA 504 application, PADD requests action from the board of directors to ratify the Loan Reviews approval of this SBA 504 loan application for Shed Metalworks, LLC. with a gross debenture in the amount of \$193,000.00. **Judge Kenny Wilson made a motion to approve the ratification of the loan for Shed Metalworks, LLC. Mayor John Kelly seconded the motion and it passed unanimously.**

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Chair Dotson called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared the WIOA Direct Services staff are a part of the West Kentucky Workforce Board business services team. Through the business services team assistance can be given to our communities with employment efforts.

One of the events that has been ongoing through partnership with the Kentucky Career Centers in Paducah and Hopkinsville host are weekly job fair events. These events are held at the Career Center and generally host approximately five employers each week. We have received great feedback from employers and job seekers regarding the smaller more intimate job fair events.

As a part of the Business services team the Direct Services staff have the opportunity to interact with jobseekers and assist with job search, resume writing, interviewing skills, etc.

5. HAZARD MITIGATION

Chair Dotson called on Mr. Stacey Courtney for the Hazard Mitigation report. Mr. Courtney reported The Purchase Region Hazard Mitigation Plan has been submitted to Kentucky Emergency Management and we have made the changes that the state had suggested. Currently waiting for approval from FEMA. All but five resolutions have been turned in from the cities and counties.

Stacey Courtney 270-251-6146

James Smith 270-251-6138

Rachel Foley 270-251-6168

Through the BRIC program, PADD staff continue to work with communities in the region to identify critical facility energy needs and infrastructure at those facilities in case of emergency. An online survey was created to collect the data and we had great participation in January and February. We will be focused on filling in the gaps over the next few weeks and plan to have our second meeting in May to share the results.

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

Chair Dotson called on the Executive Director, Mr. Jeremy Buchanan, for announcements. Mr. Buchanan stated there was an item regarding a Memorandum of Understanding on page 46 that he wanted to go over with the Board. He stated that this was with ARKEMA, a chemical plant in Calvert City who had applied for a DOE grant. They needed a community advisory Board and had asked the Purchase and Pennyrite ADD's to participate to help identify good uses of \$20 million dollars to be used in the region. This MOU can be cancelled at any time by any party. Mr. Buchanan stated that he felt with this large of amount of money being discussed he needed Board approval to sign this MOU. **Judge Todd Cooper made a motion to approve the signing of the Memorandum of Understanding with ARKEMA. Mayor John Kelly seconded the motion and it passed unanimously.**

Next, Mr. Buchanan stated there were some additional guests present and he introduced Ms. Lauren Carr, with KACo. Ms. Carr was a past employee with the PADD when she first started her career and most recently worked with the Graves County Health Department. She is currently working with KACo in the opioid settlement funds area. Ms. Carr stated that anyone that receives the KACo

newsletter to please sign up for the webinar that will be on March 14. She stated that she will be providing technical assistance on how to best use these funds within each county and that it will be an on-going conversation with other funds becoming available. Ms. Carr stressed that while she was a KACo employee, she was a Graves County girl and was working from home and she would be very accessible to anyone that had questions.

Mr. Buchanan stated that on Tuesday, February 27th, (tomorrow), the staff at Department for Local Government would be presenting the County Budget Workshop at the PADD office. He stated that he had asked staff with DLG to give a summary of that presentation to the Board. Mr. Buchanan introduced Mr. Aaron Jones, Ms. Olivia Clark, and Mr. Brandon Gibson. Mr. Jones and Ms. Clark spoke regarding federal and state grant options.

In closing, Mr. Buchanan stated he had only one other item to share. Governor Beshear was scheduled to be in Mayfield on March 1 for two home dedications. The first at 10:30 a.m. on 207 South 15th Street, Mayfield and at 11:00 a.m. at 526 North 5th Street, Mayfield, Kentucky. Mayor Kathy O’Nan invited everyone out to those and stated they would love to have a crowd.

V. ADJOURNMENT

Chair Dotson asked if there was any further business for the meeting. There being no further business, Chair Dotson asked for a motion to adjourn. **Mayor Bob Rogers made a motion to adjourn. Mayor John Kelly seconded the motion, and the motion passed unanimously.**

Chair, Mayor Rita Dotson

Secretary, Mr. Pete Galloway