

PURCHASE AREA DEVELOPMENT DISTRICT

BOARD OF DIRECTORS MEETING

April 22, 2024

The Purchase Area Development District Board of Directors met on Monday, April 22, 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:

Austin Weatherington
Alex Caudill
Morgan Alvey
Christina Peterson

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

Mary Anne Medlock
Sheila Clark

Judge Executive Todd Cooper, Vice 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. Vice Chairman Cooper stated that there were minutes from the March 25, 2024, meeting that would need approval. **Ms. Sue Outland motioned for the approval of the minutes from the March 25, 2024, meeting. Mr. Pete Galloway seconded, and the motion passed unanimously.**
- B. Vice Chairman Cooper called on Ms. Alana Champion, Director of Finance, who summarized the Budget-to-Expense report for the month of March 2024.
- C. Vice Chairman Cooper gave the report for the Personnel and Finance Committee. Judge Cooper reported the PADD Personnel and Finance Committee met today at 1:30 pm and reviewed the Executive Director's monthly timesheet, and office credit card bill. The monthly budget to expense report for March was approved. Other personnel matters were also discussed.

There were no contracts this month.

In conclusion, No Code of Ethics violations were reported.

II. NEW BUSINESS

A. STANDING COMMITTEES

1. AGING COMMITTEE

Vice Chairman Cooper called on Ms. Cissy Fox for the Aging report. Ms. Fox stated in the packet and on the screen, the Payment Reports for each of the Subcontractors for the month of March. 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.

Also in the packet is the Long-Term Care Ombudsman's report.

Ms. Fox stated that staff are looking for a few good men and women to serve on our Ombudsman Advisory Council. The council is responsible for: 1. Reviewing and Advising programs on policies and procedures. 2. Providing on-going support and leadership 3. Identifying and generating funding resources for program viability. Members cannot be employed by a long-term care facility or part of an association of such providers. If you know anyone who is passionate about long-term care and would like to serve on the Advisory Council, please contact the LTC ombudsman at the PADD, Justin Colley.

2. REGIONAL TRANSPORTATION COMMITTEE

Vice Chairman Cooper called on Mr. Stacey Courtney for the Transportation Committee report. Mr. Courtney reported that the Kentucky Transportation Cabinet (KYTC) is opening the TAP grant application cycle from May 1 to June 15. This is an 80/20 grant that may be used for a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe

routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

Included for your review and approval on pages 29 to 91 of the online board packet is the PADD FY24 Title VI Plan. A Title VI plan approved by the board is required and reviewed yearly for approval by KYTC's Office for Civil Rights and Small Business Development. The plan is also required by KYTC's Office of Transportation Delivery. Mr. Courtney stated that this plan requires approval by the Board of Directors. After discussion, **Judge Greg Terry made a motion to approve the Purchase Area Development District FY24 Title VI Plan. Ms. Monica Jackson seconded the motion and it passed unanimously.**

Mr. Courtney stated that in other news, as of last week, Mr. Jon Young had accepted the position of the Purchase Area Development District Regional Transportation Planner. This will be to take the position left by Mr. Jim LeFevre. Mr. LeFevre has accepted the position of the Metropolitan Planning Organization Coordinator (MPO). This is a position that was created due the Federal Highway Administration and the 2020 Census, designating Paducah, the urban area of McCracken County, the Ledbetter community of Livingston County, and the city of Brookport, Illinois as the newest MPO region of Kentucky. The Paducah-McCracken County MPO has designated the PADD as its formal planning agency and Mr. LeFevre will lead those efforts. His office is located at the Reidland transportation office.

3. COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE

Vice Chairman Cooper called on Ms. Mattea Mitchell. Ms. Mitchell reported the 2024 NOFA has been released for States' Economic Development Assistance Program through Delta Regional Authority. SEDAP provides direct investments for basic public infrastructure, transportation infrastructure, business development with an emphasis on entrepreneurship, and workforce development in the Delta region. Awards will range from a minimum of \$50,000 to a maximum of \$500,000, and the application deadline is June 25, 2024. Ms. Mitchell stated a link was provided for the DRA website or to contact PADD CED staff for more information.

<https://dra.gov/programs/critical-infrastructure/sedap/>

A list of open grant opportunities is listed on pages 92-94 of your packet. These funding opportunities are either rolling cycles or have been mentioned during recent board meetings and are still available to the public. This is not a comprehensive list, just a brief overview of what has been shared recently.

In addition, there is a one-pager found on page 95 of the packet outlining funding opportunities from the Kentucky Office of Energy Policy. Thank you to Alex Caudill for sharing that information with our office.

In your packet is the list of projects in the region submitted to the state clearinghouse in March. This is found on page 96-98 of the board packet.

Congratulations to the City of Hickman on their recent award from Delta Regional Authority – Strategic Planning Grant. They have been awarded \$25,000 to develop a preliminary engineering report for its water treatment plant to identify needed upgrades in its distribution system.

Congratulations to the City of Fulton on their recent award from Delta Regional Authority – Strategic Planning Grant. They have been awarded \$124,000 to produce a utility rate study and a hydraulic modeling water study to inform the development of a comprehensive water system strategic plan that will guide investments for the next 20 years.

Congratulations to the Marshall County Fiscal Court on their recent award from the Community Development Block Grant-Disaster Recovery program. They are receiving \$654,000 to reconstruct homes that were damaged or destroyed because of the December 10th, 2021, tornado.

Congratulations to Fulton County Fiscal Court on their recent award from the Community Development Block Grant – Disaster Recovery program. They are receiving \$2,000,000 for construction of new family housing in Fulton County to replace housing stock that was destroyed due to the December 10th, 2021, tornado.

Congratulations to the City of Mayfield on their recent award from the Community Development Block Grant – Disaster Recovery program. They are receiving \$5,924,330 for stormwater infrastructure improvements to the city.

B. ADVISORY COUNCIL/TASK FORCE/BOARD REPORTS

1. COMMODITY AND FOOD BANK TASK FORCE

Vice Chairman Cooper called on Ms. Angela Jewell for the Commodity report. Ms. Jewell reported for the quarter ending March 31, 2024, there was a total of 1,081,589 pounds distributed through all food programs.

The two USDA programs, TEFAP and CSFP had 469,481 and 183,024 pounds distributed for the quarter, respectively. CSFP served 2,020 participants each month.

The Feeding America program distributed 334,727 pounds for the quarter. This number includes 278,648 pounds from the Feeding America agency to retail pick-up program this quarter. 29,585 pounds were distributed through the Feeding America Purchase Program for the quarter. Through our backpack program, a total of 236 children were served—with 3,300 bags—totaling 9,900 pounds for the quarter. 16,594 pounds of disaster relief donations were distributed for the quarter.

There is nothing to report from Feeding Kentucky, but the Farms to Food Bank & the LFPA programs will be starting back up soon. Our pantries will have the opportunity to receive produce, meat, cheese, and eggs from these two programs.

Anthem Insurance donated 24,490 pounds of fresh produce in March. This was distributed to residents in Ballard and Calloway Counties, serving around 450 households in each county. We have 2 more Anthem events coming up this week, Graves County (the Needline) on the 24th and Hickman County (at the Rotary Park) on the 25th.

- 69,867 pounds (from miscellaneous donors direct to pantries) were received in all counties.

Our next Commodity and Food Bank Task Force Board Meeting will be held tomorrow, April 23rd at 10:00 A.M. here in the Large Conference Room.

2. WATER MANAGEMENT COUNCIL

No Report

3. BUSINESS LENDING REPORT

Vice Chairman Cooper 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 Eleven million, eight hundred twenty-three thousand eight hundred ninety-four dollars and fourteen cents (\$11,823,894.14).

The PADD Loan Portfolio can be found on pages 101-104 of the board packet.

The PADD Loan Review Committee met on April 10th and approved 7 loans for 4 new clients. The committee approved an Economic Development Administration ARPA Revolving Loan Fund and SBA Microloan application totaling \$138,000 for working capital for startup operations for a company that provides blind and window treatments for residential and commercial clients in Graves County. The committee approved another Economic Development Administration ARPA Revolving Loan Fund and SBA Microloan totaling \$100,000 to be used for working capital for a pharmacy in Ballard County. The last loan approved was an SBA 504 request for a gross debenture of \$820,000 to be used to refinance SBA eligible debt for a sonar manufacturing facility in Marshall County. Details of these loans are found on pages 105-115 of your board packet.

Mr. Chairman, one request is an SBA 504 loan, the PADD would like to ask for board action to ratify the Loan Review Committee Approval for an SBA 504 application for a gross debenture in the amount of \$820,000. After discussion, **Judge Kenny Wilson made a motion to ratify the loan.** **Judge Greg Terry seconded the motion and it passed unanimously.**

Mr. Maxwell reported the PADD would also like to notify the committee that the PADD used its delegated authority to approve an Economic Development Administration CARES ACT Working Capital loan and an SBA Microloan totaling \$20,000 on behalf of The Play Portal, a hobby shop starting up in McCracken County. A copy of the risk rating and approval confirmation are found on pages 111-114 of the board packet.

The PADD would like to update the committee on loans closed since the last board meeting. PADD has closed 5 loans totaling \$348,873 since the last board meeting.

The PADD also would like to update the board on the progress of the FY'24 SBA 504 strategic plan. The PADD was required to submit a plan to increase application activity in the SBA 504 program to meet the requirements of SBA approval of 2 SBA 504 applications per year. As of the end of March, PADD has taken 4 SBA 504 applications since January 1st, has submitted 2 applications for approval, has received approval for 1 application (Shed Metalworks) and will be submitting a 3rd application early next week.

Lastly, PADD would like to notify the board that it has received notice that the PADD has been awarded an SBA Microloan Technical Assistance Grant for FY'25 in the amount \$9,523. On page 116 is a copy of the award letter. PADD is required to provide a match of \$2,381 for a total of \$11,904 in grant funding. The SBA grant is an increase of more than \$5,000 over the FY'24 TA Grant. This funding will help the PADD provide technical assistance for small business owners and

is directly tied to microloan production. As of this meeting, PADD only required 3 more microloans to meet its annual goal of 10 closed microloans.

4. WORKFORCE INNOVATION & OPPORTUNITY REPORT

Vice Chairman Cooper called on Ms. Cissy Fox for the Workforce Innovation and Opportunity report. Ms. Fox shared in the Board packet and on the screen information on the unemployment rates for September 2023 for the state and the West Kentucky local Workforce Area. The state unemployment rate was 4.1%, which was lower than the rate for our local workforce area which was 4.5%.

The next page includes the Labor Market Snapshot detailing unemployment information. As of January 2024, the national unemployment rate was 4.1%, the state rate was 4.8%, and the rate in Western Kentucky was 5.2%. In our local workforce area, there were approximately 8,618 individuals unemployed.

Page 119 details Unemployment rates by county for our local workforce area from January 2023 through January 2024.

5. HAZARD MITIGATION

Vice Chairman Cooper called on Mr. Stacey Courtney for the Hazard Mitigation report. Mr. Courtney reported that the Purchase Region Hazard Mitigation Plan has been submitted to Kentucky Emergency Management. A consultant has been hired to help get plan approval from FEMA. All 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 that started back in August 2023, PADD staff have worked 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 distributed by the EMs.

As a region, we've improved since last board meeting to 22% of our critical facilities completing the energy survey. We still have a couple weeks to get more completed and I would appreciate your help. Please mark your calendars for our second BRIC meeting on Tuesday, June 18th here at the PADD office.

Questions?
Stacey Courtney 270-251-6146
Rachel Foley 270-251-6168

III. PROGRAM IMPLEMENTATION/CORPORATION REPORTS

1. PURCHASE AREA HOUSING CORPORATION

No report.

2. JACKSON PURCHASE LOCAL OFFICIAL'S ORGANIZATION

Vice Chairman Cooper called on Mr. Stacey Courtney to give the JPLOO report. Mr. Courtney reported that the Jackson Purchase Local Officials Organization held the 2024 annual meeting on April 15. Now that the new warehouse is complete, JPLOO and PADD will need a new formal lease agreement. JPLOO approved a \$3.50 per square foot on an annualized basis for 12,950 square feet of warehouse space. This lease would be covered by funding received for the food programs administered by the Purchase Area Development District Food Bank. Mr. Courtney stated Board approval would be needed to execute the lease with JPLOO for the warehouse space. **Ms. Monica Jackson made a motion to approve the lease. Ms. Tamie Johnson seconded the motion and it passed unanimously.**

IV. EXECUTIVE DIRECTOR ANNOUNCEMENTS

Vice Chairman Cooper called on the Executive Director, Mr. Jeremy Buchanan, for announcements. Mr. Buchanan announced NADO conference announcements will be going out after the June meeting at the end of the fiscal year on who is eligible to attend. Mr. Buchanan stated that committee maintenance was also being worked on and he would be reaching out to those Judges and Mayors that had upcoming appointments. Mr. Buchanan reported that a date for the grand opening of the warehouse was being set and the Board would be notified. He stated that the Board would be receiving an email from him regarding future dates of the PADD Board of Directors. Mr. Buchanan stated that different days and times were being discussed for the meetings. He reported that he was working on the annual meeting for the year and that this year it would be held in Ballard County sometime in the fall. Mr. Buchanan stated there would be no May Board meeting due to the Memorial Day holiday being on the 4th Monday.

In other news, Mr. Buchanan reported that working through all that happened with the last legislative session all the appropriations for HB1, HB6, and HB 723 that ended up moving to the Department of Agriculture, then the Economic Development Cabinet and finally becoming SB1, staff are working through the application process that will open July 1. In talking to the Department for Local Government, applicants need to make sure they have an established relationship with the Commonwealth and that audits are in order. If your audit isn't in order, funds will not be released.

In closing Mr. Buchanan asked if Ms. Morgan Alvey had any updates. Ms. Alvey stated that there were no updates, but that if anyone was in need of support letters to please reach out and for most projects, those could be done. Next, Mr. Alex Caudill stated that the Governor would be in the City of Mayfield on May 10 for 2 dedications.

V. ADJOURNMENT

Vice Chairman Cooper asked if there was any further business for the meeting. There being no further business, Vice Chairman Cooper asked for a motion to adjourn. **Judge Kenny Wilson made a motion to adjourn. Mr. Pete Galloway seconded the motion, and the motion passed unanimously.**

Chair, Mayor Rita Dotson

Secretary, Mr. Pete Galloway