

Executive Committee Minutes

September 27, 2023

The Executive Committee met Wednesday, September 27, 2023 at the Bluegrass Area Development District. Chair Mayor Robert Blythe called the meeting to order at 4:00 p.m. The following members were present:

Anderson County	Bourbon County	Boyle County
	Judge Mike Williams	
Clark County	Estill County	Fayette County
Mayor JoEllen Reed	Judge Donnie Watson	Chris Ford
Franklin County	Garrard County	Harrison County
		Mayor James Smith
Jessamine County	Lincoln County	Madison County
		Mayor Robert Blythe
Mercer County	Nicholas County	Powell County
Mike Sanford		James Caudill
Scott County	Woodford County	
Jared Hollon		

Others present were:

Staff	Guests
Joe Black	Shane New
Michael Buschmann	Mike Riley
David Duttlinger	Celeste Robinson
Greyson Evans	Kelly Rode
	Diana Caudill

A quorum was declared present.

Minutes

Chair Mayor Robert Blythe directed the Board to pages 1-5 of the packet for the August 23, 2023 Executive Committee Meeting minutes. Mayor Blythe asked for approval of the minutes. A motion was made by Judge Mike Williams to approve the August 23, 2023 Executive Committee minutes. The motion was seconded by Mayor JoEllen Reed. The motion carried.

Financial Report

Treasurer Mike Sanford called on Michael Buschmann, CFO, to give the Financial Report. Michael Buschmann directed the Executive Committee to the Financial Report that was available at the sign in table. For the month of August 2023 our current year revenue exceeded expenses giving us a current year fund balance of (\$260,000). This fund balance is seen on the Statement of Financial Position, as well as on the year-to-date statement of activities, where it is called "Change in Net Assets".

The Statement of Activities shows our revenue exceeding expenses for the month of August by \$280,000. During the same time period individual programs have Net Income as follows:

Program	Net Income
Aging	\$151,000
Community Planning	(\$88,000)
Workforce	\$234,000
Other	(\$18,000)

David Duttlinger reminded the committee that Mike Sanford and Michael Buschmann meet prior to the meeting for an in-depth review and sign-off of journal entries. This documentation, the August 2023 Month-End Close Check List, can be found attached to these minutes.

James Caudill made a motion to approve the August 2023 Financial Statements. Mayor James Smith seconded the motion. The motion passed unanimously.

Report on Investment

Michael Buschmann gave the Report on Investments. He indicated that David Duttlinger has worked to secure a higher yielding CD with City National Bank. The rate on this CD is 5.15% and will mature in May 2024. City National Bank also increased the rate on our money market account from .1% to .25%. The beginning balance of our investment accounts was \$729,665.55 and interest earned was \$2,251.39. Rent paid by the tenant was \$7,471.90. The ending balance was \$739,388.84. A motion was made by Mayor James Smith to approve the August 2023 Report on Investment. The motion was seconded by James Caudill. The motion carried.

District Staff Report

Chair Mayor Robert Blythe called on David Duttlinger to review the District Staff Report. David indicated that the full report can be found on pages 6-32 of the packet.

Aging Department Report

David Duttlinger called on Celeste Robinson to give the Aging Department Report. She indicated that you could find the full report on pages 7-11 in the packet. She also indicated that the department continues to work on vacation outreach and that the UK Sanders Brown Center on Aging has expressed an interest in partnering on the project. The department has also been awarded a suicide awareness grant.

Community Planning Department Report

Shane New gave the Community Planning Department Report. He announced new employee Adam Blevins will begin on October 2, 2023. He will focus his work in the Planning Department. Also, David Gambrel will begin as the new Transportation Planner on October 23, 2023. There was a successful Cyber Security Grant awarded to Nicholas County, he hopes next year will be even more successful for those specific grants. The Bluegrass ADD's Comprehensive Economic Developments Strategy (CEDs) has been updated. The revision includes a significant housing update. The CEDs can be found on our website. He asked members to review the plan, as it will be presented for approval at the October meeting.

Workforce Department Report

Mike Riley gave the Workforce Department update. He indicated that the Virtual Reality program continues to grow. The department successfully renewed two master agreements and conducted two rapid responses in the past month. A discussion ensued regarding the Bluegrass Army Depot.

David Duttlinger was pleased to announce that the organization has successfully engaged Barnes Dennis to complete the FY23 Audit. Barnes Dennis is an accounting firm out of Northern Kentucky that has worked with the

Northern Kentucky ADD for several years. The estimated completion time is November 2023. Judge Mike Williams made a motion to approve the use of Barnes Dennig to conduct the FY23 Audit. The motion was seconded by Mayor James Smith. The motion passed unanimously.

David Duttlinger also asked the committee to explore ideas regarding organizational structure. He indicated that other ADDs have been successful with engagement with different structures.

Joe Black and Greyson Evans presented housing information for the Committee. It has become clear that the region will face housing specific challenges in the future. Staff continues to look for partners and evaluating ways to assist with the challenges.

David also reminded members that several counties have remaining ADF funds available. Those counties are:

Remaining ADF Funds			
Bourbon	\$10,647	Boyle	\$2,834
Harrison	\$10,752	Clark	\$3,597
Franklin	\$2,279	Garrard	\$4,335
Jessamine	\$4,765	Madison	\$11,117
Mercer	\$2,835	Powell	\$3,557
Scott	\$2,445	Woodford	\$2,445

KIRPs (Kentucky Intergovernmental Review Process)

Chair Mayor Robert Blythe directed the Board to the KIRPs contained in the packet. KIRPs in the packets were:

- Roadway and Sidewalk Improvements on Main Street from Broadway to Lexington Avenue – City of Winchester
- Lexington Division of Police Updated Equipment and Training Project – Lexington-Fayette Urban County Government
- SMWD – New SCADA System – Southern Madison Water District
- City of Frankfort/Frankfort Sewer Department Old Lawrenceburg Road – City of Frankfort
- Berea-Brushy Fork Sanitary Sewer Rehabilitation Project – City of Berea
- Outdoor Public Alert and Warning Control System Upgrade – Woodford County Fiscal Court

Mayor Blythe asked if there were any KIRPs to be discussed. There being none, a motion was made by James Caudill to accept the KIRPs as a group. The motion was seconded by Jared Hollon. The motion carried.

Adjournment

There being no further business, the committee asked for a motion to adjourn. Mayor JoEllen Reed made a motion to adjourn the meeting. The motion was seconded by Judge Donnie Watson. The motion carried. The meeting was adjourned at 5:15 p.m.



These minutes and attachments having been approved by the Executive Committee of the Bluegrass Area Development District on October 25, 2023 are hereby made part of the permanent records of the district.

A handwritten signature in blue ink, which appears to read 'Robert Blythe', written over a horizontal line.

Chair
Mayor Robert Blythe