

**Minutes
BRADD Executive Council
Wednesday, June 19, 2019
BRADD Office Center**

Regular Members in Attendance: Judge/Executive Wil Cannon, Mr. Gary Dillard, Mayor Dewayne Hatcher, Mr. Elroy Larimore, Mayor Billy Phelps, Mr. Steve Thurmond, Mayor Scotty Turner (See attached sign-in sheet).

Staff in Attendance: Mr. Eric Sexton, Ms. Kim Morrow, Ms. Amy Carroll, Ms. Michelle Hines, Ms. Alecia Johnson and Mr. Caleb Speck.

1. Call to Order

The Executive Council meeting was called to order by Chairman Mr. Steve Thurmond. It was determined a quorum was present.

2. Approve Minutes

Chairman Thurmond presented the May 22, 2019 meeting minutes for approval. The minutes were previously emailed to the members.

Motion: Mayor Billy Phelps made a motion to approve the May 22, 2019 minutes, and the motion was seconded by Mr. Elroy Larimore. The motion carried. (See attached)

3. Review and Approval of Clearinghouse Projects

Chairman Thurmond called on Ms. Kim Morrow to present the clearinghouse projects. Ms. Morrow informed the council the BRADD staff reviewed seven regional clearinghouse projects this month. The City of Auburn's project of a new Auburn Fire Station generator, Allen County Fiscal Court project for the Allen County Park land acquisition, the City of Lewisburg sewer system upgrade, Richardsville Volunteer Fire Department generator, Barren County Fiscal Court backup generator for the Hiseville Community Volunteer Fire Department. The City of Auburn is seeking storm water drainage diversion project and Edmonson County Fiscal Court Fire Department Substation. All projects were reviewed by BRADD staff for conflicts or duplications, of which there were none.

Motion: Mr. Elroy Larimore made a motion to approve the seven regional clearinghouse projects as presented; the motion was seconded by Mr. Gary Dillard. Motion carried. (See attached)

4. Financials

• Review of Executive Directors Time Sheet and Travel

Chair Thurmond presented the May time sheets and travel forms on Executive Director Mr. Eric Sexton, for approval.

Motion: Mayor Scotty Turner made a motion to approve Mr. Sexton's time sheets and travel forms, and the motion was seconded by Mayor Billy Phelps. Motion carried.

5. Agreements/Contracts

- **Other**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton provided general updates for informational purposes. Mr. Sexton stated, the Kentucky Transportation Cabinet contract has been received, signed and submitted. There are no changes from last year as the amount remains the same at \$78,067.00. Mr. Sexton informed the JFA FY 19 third quarter payment has been received. The JFA FY 20 draft contract has been received, after review a list of questions and concerns were submitted to DLG, with similar issues to those present in the FY 19 contract. Mr. Sexton stated the DLG's Commissioner's legal counsel informed a revised FY 20 contract is in progress, however the final contract amounts have not been revealed.

Chair Thurmond called on Ms. Michelle Hines for further general updates. Ms. Hines informed BRADD AAAIL has received two contracts Title III and Title VII. The allocations were reduced by \$8,597 this year. Ms. Hines also informed she received a letter from Community Action dated May 28th stating the Russellville Senior Center program will be moved to a new location. The center is currently located at 701 Day Street, Russellville and the new site address is 201 West Liberty Street, Russellville. Services are expected to begin July 1, 2019 at the new address upon approval of DAIL, who will be coming to review the site on June 28, 2019.

Motion: Mr. Elroy Larimore made a motion to approve the relocation of the services BRADD administers to the new location of the Russellville Senior Center. The motion was seconded by Mayor Dewayne Hatcher. Motion Carried.

6. Personnel

- **Other**

There are no personnel reports this month.

7. Other

- **Election of Officers for FY 20 and 21**

Chairman Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the members the board packet contains an information sheet on offer election with a list of the current officers. The remainder of the current officer term had to be filled in January due to the recent election results. The current officers were elected on an interim basis to fill the remainder of the term. Mr. Sexton informed the BRADD By-laws state officers are elected for a two year term with interim officers additionally eligible to serve a full term. Mr. Sexton inquired if there would be a motion to continue with the current slate of officers for FY 20 and 21. The Officers are Chairman Steve Thurmond, Vice Chair Wil Cannon, Secretary Mayor Mark Stratton, and Treasurer Mr. Gary Dillard.

Motion: Mayor Dwayne Hatcher made a motion for the current interim officers to be elected for the FY 20 and 21 fiscal years. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached)

- **Board Meeting Amendment**

Chairman Thurmond called on Mr. Sexton. Mr. Sexton informed the BRADD has been made aware the regularly scheduled October Board Meeting conflicts with the annual Kentucky Association of Counties Conference. Mr. Sexton requested the scheduled October 23rd meeting be moved to Wednesday October 30th to accommodate those attending this conference.

Motion: Judge/Executive Wil Cannon made a motion to approve the October 30th Board Meeting amended date. The motion was seconded by Mr. Gary Dillard. Motion Carried. (See attached)

- **Building Improvements**

Chair Thurmond called on Mr. Eric Sexton. Mr. Sexton informed the Council received quotes for remodel bids that were emailed prior to the meeting. Mr. Sexton informed a remodel is requested for meeting room 16, the quotes are provided in the packet, three parts are needed to complete the process. Those include the construction, audio visual and furniture needs. The renovation would allow for the expansion of meeting room 16 creating a larger meeting space for staff meetings, committee meetings, conferences, executive council meetings and aid in promoting the rental of the room. Mr. Sexton informed a file room is located behind the meeting room. The wall between the two rooms can be removed to create a larger meeting space. Judge Cannon asked if the project was in the budget. Mr. Sexton informed the funds would be used from the BRADD building fund that is set aside for building improvements. Ms. Amy Carroll informed the building fund has been drawing interest and is currently around \$200,000. Mayor Hatcher asked about the plans for the furniture. Mr. Sexton informed they are currently trying to consolidate furniture, what can be saved will continue to be used and any old remaining furniture would be offered up to Counties and Cities for their use.

Motion: Judge/Executive Wil Cannon made a motion to approve the construction phase not to exceed estimate \$15,250.00. The motion was seconded by Mayor Dwayne Hatcher. Motion carried. (See attached)

Mr. Sexton informed the audio and visual needs for the room need updating since the original installation in 2003, the technology needs have changed. Mr. Sexton stated now is a good time to update audio/visual with the construction process. This will enhance the technology abilities for the meeting space.

Motion: Mr. Gary Dillard made a motion to approve the audio visual updates not to exceed the estimate \$7,430.00. The motion was seconded by Mayor Scotty Turner. Motion carried. (See attached).

Chairman Thurmond called on Mr. Sexton, who informed the Council new furniture would be needed with the additional extra space and with current furniture and chairs showing wear.

Motion: Mayor Billy Phelps made a motion to approve furniture not to exceed the estimate \$18,000.00. The motion was seconded by Mr. Elroy Larimore. Motion carried. (See attached)

- **Vehicle Purchase**

Chairman Thurmond called on Mr. Eric Sexton, Mr. Sexton informed the Council BRADD is in need of upgrading one of the fleet vehicles, the 2013 Ford Escape with around 104k miles, due to age and maintenance needs. Mr. Sexton believes it is not safe for long distance travel out of the district. Mr. Sexton informed he would like to purchase a used low mileage base model Honda with off terrain specifications needed for GIS staff fieldwork. Through online quote comparison, Mr. Sexton believes a newer vehicle can be acquired for an amount not to exceed \$29,000. Mr. Sexton informed, eventually he believes it to be beneficial to invest in a third fleet vehicle, as it appears to be a savings to the company for staff to drive company vehicles rather than be reimbursed for mileage. Judge/Executive Cannon commented that BRADD might consider keeping the Escape depending on the extent of the repair needs, as they would most likely not be allowed much on a trade in. He recommended keeping the Escape as the third vehicle to see if staff will use and justify a savings on travel expenses. Chair Thurmond agreed that it would be a cost effective approach. Mr. Sexton informed he will have the Escape mechanically evaluated for estimated repairs to consider keeping before proceeding.

Motion: Mr. Gary Dillard made a motion to approve the vehicle purchase up to \$29,000.00. Judge/Executive Wil Cannon seconded the motion. Motion carried.

- **Other Updates**

Chairman Thurmond called on Mr. Eric Sexton for various announcements. Mr. Sexton informed Carr Riggs and Ingram, KY ADD Pensions Plan's, third party administrator has sent an engagement letter in efforts to switch the plan to a different share class. This is a required upgrade due to the age of the current plan. The pension committee sought three offers from different third party administrator provides for the services with the switch. The committee decided to remain with CRI. The engagement will become effective July 1, 2019 and CRI will continue to complete the third party administrative work. Additionally, Mr. Sexton thanked all members for completing the recent DAIL Board Member Training. This effort resulted in Members completing 75 percent of the needed 70 percent attendance requirement. Mr. Sexton announced the next BRADD Executive Council meeting will take place on July 24th at 11:00 am.

Chairman Thurmond asked all staff to leave, except the Executive Assistant.

Chairman Thurmond presented a collective evaluation on Executive Director, Eric Sexton for his annual performance review. Mr. Thurmond informed Mr. Sexton raked highly in all categories from the members. Mr. Thurmond asked for any comments about the Directors performance for the year. Members expressed great appreciation to Mr. Sexton for the work being done with the ADD. Mr. Sexton was praised for his high quality work, exceed of expectation and involvement with statewide activity. In regards to the evaluation, Mr. Thurmond pointed the members to the salary recommendation. Mayor Phelps recommended taking the two salary recommendations the vast majority of the members selected, and splitting the difference between the two for a total salary increase of \$4,500.00. Members expressed agreement.

Motion: Mr. Elroy Larimore made a motion to approve the Executive Director's salary increase of \$4,500.00. The motion was seconded by Mayor Billy Phelps. Motion carried.

10. Adjourn

Motion: With no further business to consider, Mayor Dwayne Hatcher made a motion to adjourn, and the motion was seconded by Judge/Executive Wil Cannon. Motion carried.


Signed