Chairman Tom Litzler called the annual organizational meeting of the Planning and Development Services Management Board to order at 5:16 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Tom Litzler</td>
<td>May 2016 through April 2020</td>
<td>X</td>
</tr>
<tr>
<td>Vice Chairman Paul Meier</td>
<td>May 2016 through April 2020</td>
<td>X</td>
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<tr>
<td>Sherry Carran</td>
<td>May 2017 through April 2019</td>
<td>X</td>
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<tr>
<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
<td>X</td>
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<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2020</td>
<td>5:28</td>
</tr>
<tr>
<td>Beth Sewell</td>
<td>May 2017 through April 2019</td>
<td>X</td>
</tr>
<tr>
<td>Bernie Wessels</td>
<td>May 2017 through April 2019</td>
<td>X</td>
</tr>
</tbody>
</table>

Also present were: Nicole Cullum, CB, Accountant; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant.

Mr. Edmondson administered the Oath of Office to Councilwoman Jessica Fette, Tom Litzler, and Mayor Paul Meier who were elected to the Board during the February meeting of the PDS Council.

Chairman Litzler asked Ms. Remley to call the roll. Following the roll call, he asked that the record reflect that a quorum was present.

**ELECTION OF OFFICERS**

Mr. Edmondson asked for nominations for Chair through the end of April 2019. Mayor Meier nominated and made a motion to re-elect Tom Litzler as Chair; Ms. Carran seconded the Motion. Mr. Litzler accepted the nomination.

Chairman Litzler asked if there were any other nominations. There were none and a roll call vote found Board Members Meier, Carran, Fette, Sewell in favor of the motion with Mr. Litzler abstaining from the vote. The motion passed unanimously, and Mr. Litzler was re-elected.

Chairman Litzler asked for nominations for Vice Chair. Ms. Carran nominated and made a motion to re-elect Paul Meier as Vice Chair; Commissioner Sewell seconded the Motion. Mayor Meier accepted the nomination. Chairman Litzler asked if there were any other
nominations. There were none and a roll call vote found Board Members Carran, Sewell, Fette, and Litzler in favor of the motion with Mayor Meier abstaining from the vote. The motion passed unanimously, and Mr. Meier was re-elected.

Chairman Litzler asked if there were nominations for Treasurer, noting that Chris Moriconi was no longer on the Board. After some discussion, Mayor Meier made a motion to nominate and elect Beth Sewell as Treasurer; Ms. Carran seconded the motion. Commissioner Sewell accepted the nomination. Chairman Litzler asked if there were any other nominations. There were none and a roll call vote found Board Members Meier, Carran, Fette, and Litzler in favor of the motion with Commissioner Sewell abstaining from the vote. The motion passed unanimously, and Ms. Sewell was elected Treasurer.

Pursuant to provisions included in the PDS Management Board Bylaws, “Secretarial responsibilities shall be fulfilled by the executive director who shall see to the accurate preparation and completion of minutes and records for each meeting of the Board.”

Mr. Edmondson administered the Oath of Office to the new officers Chair Tom Litzler, Vice Chair Paul Meier, and Treasurer Beth Sewell.

ACCEPTANCE OF AGENDA

Chairman Litzler asked if there were any necessary changes to the agenda. With none, Ms. Carran made a motion to accept the agenda as presented; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.

Chairman Litzler asked if there were any comments from the public and noted that there were none.

ONGOING BUSINESS

Chairman Litzler asked if the minutes of the April 19, 2018 meeting were acceptable or if anyone had any additions/corrections.

With none, he asked if there was a motion regarding the minutes. Mayor Meier made a motion to accept the minutes of the April 19, 2018 meeting as presented; Ms. Carran seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Carran, and Chairman Litzler in favor of the motion with Councilwoman Fette present but not voting. The motion passed unanimously.

Chairman Litzler asked for the report from legal counsel. Mr. Edmondson stated that he would be on vacation for the May meeting and that Alex Edmondson would cover for him. He advised members that House Bill 138 had been passed and would become law on July 1st. This bill provides for joint boards of adjustment and allows each member jurisdiction to appoint its own representative.
Mayor Mattone joined the meeting at 5:28 PM and Mr. Edmondson administered his Oath of Office since he too had been re-elected to the Board during the February meeting of the PDS Council.

Chairman Litzler asked for reports from the executive director and staff.

Mr. Gordon advised members that he and Rob Himes, the Codes Administrator, had met with a quorum of Bromley’s City Council last week. Council members stated that the City’s part-time codes administration experiment isn’t working and that they favor joining the PDS One Stop Shop Program. Mr. Gordon stated that, if possible, the council members want this change to be effective July 1st. Discussion regarding the ordinance process and timing followed.

Mr. Gordon updated members on the agency’s proposed drone policy. He stated that the policy would be submitted to Mr. Edmondson for review shortly and would be on the next meeting agenda.

Mr. Gordon announced that PDS will be receiving KAPA’s Outstanding Use of Innovative Technology Award for its use of the drone; Chris Schneider will be receiving KAPA’s Outstanding Young Planner Award; and, Sherry Carran will be receiving KAPA’s Distinguished Civic Leadership Award. A round of applause followed. Ms. Carran stated that she was honored to receive the award.

Mr. Gordon then asked Ms. Cullum to review the changes made to the budget since the last meeting. Ms. Cullum outlined the changes as follows:

- 4% has been added to tax revenue;
- $445,000 of the projected FY18 carryover has been assigned;
- GIS Data Clients Data/Projects has been increased from $400 to $850;
- health insurance costs have been increased by an additional 4% ($30,000) - the original cost increase was anticipated at 5%;
- General Governmental Services TIF expenditures has been increased from $15,000 to $20,000;
- specific expenditures were broken out and assigned to two new line items under GIS expenditures – Special Projects and Public Support; discussion followed regarding the GIS partnerships, the number of hours of GIS work each One Stop Shop jurisdiction receives under their service agreement (25 hours) and what work is being done that benefits the citizens of Kenton County; whether there should be an additional charge for drone and video services, whether TBNK and Cincinnati Bell should be charged for services or if it should be viewed as providing services to Kenton County taxpayers; and
- OSS Professional Staff had been increased to allow for a senior building official to be hired.

Members discussed: the addition of a building inspector; the additional funds for the part-time transportation engineer; the additional $69,000 CERS payment; the 2.1% performance increase
Chairman Litzler stated that it might be beneficial for Mr. Gordon to review the Reserve Funds on page 6. Mr. Gordon explained the current reserve funds [as set out in Resolution 843, adopted by the Board on January 18, 2018] and stated that he would get a copy of the resolution to Councilwoman Fette since she wasn’t on the Board at the time.

Councilwoman Fette asked if the Personnel Reserve should be used for the increased CERS payment ($69,000) instead of setting a comp + 4% rate. Mayor Meier explained that PDS’ CERS payment would increase by another 12% next year and, based on projections, there wouldn’t be a carryover from FY19 to FY20 so the shortage would be compounded. Councilwoman Fette stated that they wouldn’t have to use the whole reserve just part of it to pay some of the increased CERS or health insurance costs. During the discussion that followed, Mr. Gordon noted that at a recent meeting Adam Chaney of SD1 had made the comment that payments for the pension deficit on the non-hazardous side could top out at 28% in five to six years.

Councilwoman Fette apologized to the Board and stated she needed to leave to attend an Erlanger City Council meeting. She said she questioned whether they needed to take the full 4% or if using part of the reserve funds and taking a lesser percentage would be better. She then left the meeting (6:28 PM).

Remaining members discussed proposed rates, ongoing staffing needs in light of the current workload, upcoming CERS increases and health insurance costs, and how various jurisdictions are handling budget shortages. Members discussed possibly taking money (i.e. $55,000) from reserves and reducing the tax rate but expressed concerned that this would not only compound the problem next year but also leave the organization with an almost-depleted reserve fund.

Mr. Gordon stated that if there was a consensus among the five members present, he would present the consensus/budget to the Council’s Budget Review Committee.

Mayor Meier stated that he would go with comp + 4%.

Ms. Carran stated that she supports comp + 4%.

Chairman Litzler stated that with the increases in CERS and health insurance, along with no rate increases for eight years, they had no choice but to go with comp + 4%.

Mr. Gordon indicated that, at this point, the only other options would be to increase fees or to cut services. Ms. Carran reminded members that growth is up, and planning and zoning are needed to have good growth.

Mayor Mattone recommended a comp + 4% rate but stated the board should be willing to discuss other options.
Mr. Gordon then explained the three handouts provided to members (copies of which are attached to the original minutes): PDS Tax Rates FY07-FY18; Financial Reports for KCPC and the two GIS Partnerships; and, PDS FY20 Budget Projections. He asked members to review the information and email or call him with any questions they may have.

Mr. Gordon recommended presenting the budget to the council budget review committee on May 17th at 5:00 PM and, if needed, the Board would meet again on May 23rd. The budget will be on the Council’s June 21st agenda and the Board’s final vote will be on June 28th. Members expressed agreement with the recommendation and suggested Mr. Gordon reach out to them if he needed help.

Chairman Litzler asked for reports from members. Mayor Mattone updated members on his recent trip to New Orleans for the APA Conference. He indicated that most of the sessions he attended were related to transportation, regional planning, and GIS. He found the conference very informative and appreciated the opportunity to go.

Commissioner Sewell stated that she too found the conference very rewarding and had attended sessions applicable to projects the Fiscal Court is working on. She indicated PDS staff is ahead of most others around the country and stated that there was a common theme that planners need to be leaders in the community. Commissioner Sewell stated that she would like to go again and that more elected officials need to go.

Mr. Edmondson indicated that he too attended the conference and spoke about several sessions he attended regarding food sources and small farms. Discussion followed.

**NEW BUSINESS**

Chairman Litzler asked for review of a proposed meeting schedule for June 2018 through May 2019.

Following a brief discussion, Chairman Litzler asked for a motion to accept the proposed meeting schedule. Mayor Meier made a motion to accept the June 2018 through May 2019 meeting schedule as presented and recommended by staff; Commissioner Sewell seconded the motion. Chairman Litzler asked for a roll call vote on the motion which found Board Members Meier, Sewell, Carran, Mattone, and Chairman Litzler in favor of the motion. The motion passed unanimously.

Chairman Litzler asked if there was any new business to come before the Board. There was none. Ms. Carran made a motion to adjourn the meeting and Commissioner Sewell seconded the motion. With all in favor, the meeting adjourned at 7:13 p.m.