Planning and Development Services Management Board  
Special Meeting Minutes: July 25, 2019

Chairman Paul Meier called the special monthly business meeting of the Planning and Development Services Management Board to order at 5:23 PM in the Commission Chambers of the PDS Building in Fort Mitchell. Chairman Meier led those gathered in a moment of silence and the Pledge of Allegiance.

Chairman Meier asked Ms. Remley to call the roll. Attendance of members was as follows.

<table>
<thead>
<tr>
<th>Name</th>
<th>Term</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman Paul Meier</td>
<td>May 2016 through April 2020</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vice Chairman Beth Sewell</td>
<td>May 2017 through April 2021</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Treasurer Tom Litzler</td>
<td>May 2016 through April 2020</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Jessica Fette</td>
<td>May 2018 through April 2020</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tyson Hermes</td>
<td>May 2019 through April 2021</td>
<td>5:35</td>
<td></td>
</tr>
<tr>
<td>Matt Mattone</td>
<td>May 2016 through April 2020</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Gary Waugaman</td>
<td>May 2019 through April 2021</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Following the roll call, he asked that the record reflect that a quorum was present.

Also present were Garry Edmondson, Legal Counsel; Jan Crabb, PHR, Finance/HR Administrator; Nicole Cullum, CB, Accountant; Scott Hiles, CPC, Director of Infrastructure Engineering; Dennis Andrew Gordon, FAICP, Executive Director; and Lori Remley, Executive Assistant.

**ACCEPTANCE OF AGENDA**

Chairman Meier asked if there was a motion to accept the special meeting agenda. Mr. Waugaman made a motion to accept the agenda as presented; Commissioner Sewell seconded the motion. A voice vote found unanimous approval.

Chairman Meier asked if there were any comments from the public and noted that there were none.
ONGOING BUSINESS

Chairman Meier asked if the minutes of the June 20, 2019 meeting were acceptable or if anyone had any additions/corrections. Ms. Remley noted that three typos had been corrected on pages 2, 3 and 5.

With no other changes or corrections, Mr. Waugaman made a motion to accept the minutes of the June 20, 2019 meeting as presented; Mr. Litzler seconded the motion. Chairman Meier asked for a voice vote on the motion which found unanimous approval. The motion passed unanimously.

Ms. Cullum reviewed the June end of year financial statement (a copy of which is attached to the original minutes). She reported that, at the end of the fiscal year, revenues were above projections at 108.3%, fees for services were above projections at 113.5%, and expenses were slightly above projections at 101.6% of budget. She noted that One Stop Shop Program revenue was above projections at 108.4% with expenses below projections at 98.1%.

Councilman Hermes joined the meeting at 5:35 PM during Ms. Cullum’s presentation.

Chairman Meier asked about the money encumbered for three months of building expenses. Ms. Cullum confirmed that the amount encumbered was for the estimated expenses for July, August and September. A brief discussion followed regarding GIS usage and how it has been broken down between the departments.

With no further discussion, Chairman Meier asked for a motion regarding the June financial report. Mr. Waugaman made a motion to accept the June 2019 financial report subject to audit; Commissioner Sewell seconded the motion. Chairman Meier asked for a roll call vote on the motion which found Board Members Waugaman, Sewell, Hermes, Litzler, and Chairman Meier in favor of the motion. The motion passed unanimously.

Chairman Meier asked for the report from legal counsel. Mr. Edmondson advised members that the Kentucky Supreme Court is reviewing a case that could make BOA decisions easier to appeal. He noted that he doesn’t expect a decision to be issued for about a year.

Chairman Meier asked for a report from the executive director. Mr. Gordon stated that he had provided members with written comments prior to the meeting.

Mr. Gordon advised members that in follow-up to the June Council meeting, staff is pulling together the additional salary survey information to present at the special August Council meeting. He stated that some of the newer Council members aren’t familiar with all the aspects of PDS and weren’t comfortable with making a decision regarding the salary increase without additional information.

Mr. Waugaman stated that communication seemed to be an issue. He said that PDS communicated with the Budget Review Committee but that the committee didn’t seem to
communicate with the full Council. Mr. Gordon indicated that the procedure has become routine over the years and that staff did things as they have in the past.

Chairman Meier noted that the August Board meeting is scheduled for the 15th and that the special Council meeting is scheduled for the 22nd. He questioned if Council members would have enough time to review the material if it isn’t sent to them until after the Board meets on the 15th.

Councilman Hermes asked if the additional information being provided would be from similar organizations and Mr. Gordon confirmed that it would. There was discussion regarding when the information would be ready and with whom it should be sent. Members agreed that it should be provided to the members of the Budget Review Committee and Commissioner Nienaber at the same time it is sent to the Board. Mr. Litzler suggested inviting the Budget Review Committee to attend the August 15th Board meeting. Mr. Gordon indicated that he thought that was a good idea.

Mr. Gordon asked if members had any additional questions. Mr. Litzler asked if three days – Friday, Saturday and Sunday – was enough time for the move and then to be open on Monday. Mr. Gordon stated that this was the plan and that they are looking into contracting with C-Forward to provide computer assistance if needed. Discussion followed.

Councilman Hermes asked if, in light of HB1, there had been any movement on the proposal to seek separation from CERS. Mr. Gordon indicated that he hadn’t had an opportunity to review HB1. There was a brief discussion regarding the separation of quasi government agencies from KERS. Chairman Meier noted that if you start taking people away, the system won’t survive. Mr. Gordon stated that he would look into the issue after the move. Commissioner Sewell suggested forming a committee and that Councilman Hermes could chair it.

Councilman Hermes questioned the process for changing a Board or Council meeting. Mr. Gordon indicated that the decision was up to the Executive Committee. He also noted that this meeting had been rescheduled to allow staff additional time to complete year end reports and work on additional budget issues along with the salary survey. Councilman Hermes asked if notice had been given to the public. Mr. Gordon stated that it had – the rescheduled meeting had been posted on the website and the monitor in the front hall.

Chairman Meier asked for the report from finance staff regarding needed changes to the adopted FY20 budget. Ms. Cullum advised members that the carryover from FY19 was higher than expected which resulted in amendments totaling $183,738 to the FY20 budget. She reviewed how the additional carryover would impact each of the four programs and noted the amendments on page 4, 5, 6, 7 of the handout provided (a copy of which is attached to the original minutes).

Councilman Hermes asked if staff had looked at options for health insurance. Mr. Gordon stated that PDS is locked in for this year and that they hadn’t received the notice of increase from the Fiscal Court until too late. He stated that they would start gathering numbers in late
winter/early spring for next year. There was discussion regarding recent increases and Ms. Crabb estimated that average increase to be 12% per year since joining the county plan. Mr. Waugaman stated that this increase was lower than any he had seen for his business and that PDS probably would have had higher increases with another provider.

Chairman Meier then asked if there was anything else to review with regard to staff’s recommendation to continue PDS health insurance coverage through FY20 with Kenton County Fiscal Court. Mr. Gordon noted that action was necessary due to the announced premium increase being more than 10%. He stated that the approved budget included an anticipated increase of 6% but the actual increase was 22%.

There was discussion regarding the cost of coverage and the number of employees participating in the plan. Mr. Waugaman calculated that approximate cost per person participating in the plan and stated that he was paying almost $7,000 more per person for his employees and they had higher deductibles.

Mr. Gordon stated that staff would put together a fact sheet for members. Chairman Meier stated with the late notice from the County, PDS would have to stay with the plan and do its due diligence before next year.

Chairman Meier asked for a motion regarding staff’s recommendation. Councilman Hermes made a motion to continue PDS health insurance coverage through FY20 with Kenton County Fiscal Court and look at options in late winter/early spring; Mr. Waugaman seconded the motion.

Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier asked for reports/comments from members of the Board. Commissioner Sewell asked if staff was still helping with Covington zoning and Mr. Gordon confirmed that they were. Commissioner Sewell indicated that she had seen an article which outlined a plan to take back building inspections. Discussion followed.

NEW BUSINESS

Chairman Meier asked for review of a staff recommendation to increase driveway apron and sidewalk inspection fees to fund the FY20 budget as anticipated during the FY20 budget-making process; the increase is to be effective immediately. Mr. Hiles provided members with numbers from FY14 to FY18 which included 32 subdivision –

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$40,182.30</td>
</tr>
<tr>
<td>Expenses</td>
<td>$44,022.48</td>
</tr>
<tr>
<td>Shortage</td>
<td>$9.55%</td>
</tr>
</tbody>
</table>
He stated that the current fee is roughly $79.13 and that they are proposing it be increased to $87.04 – a difference of $7.91 or 10%.

There was discussion regarding the number of site visits and if the developers should be charged an additional fee if they fail an inspection or aren’t ready and the inspectors have to go back. Additional discussion followed regarding the three types of applications this fee applied to and why the developer paid this fee instead of the builder.

Members asked if this fee would be in line with Boone and Campbell Counties and if the process was the same. Mr. Hiles indicated that the process is the same and that Boone and Campbell Counties usually follow PDS’ lead.

Chairman Meier asked for a motion regarding the recommended increase. Mr. Waugaman made a motion to increase driveway apron and sidewalk inspection fees to fund the FY20 budget as anticipated during the FY20 budget-making process with the increase to be effective immediately; Commissioner seconded the motion.

Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier then asked for review of the executive director’s reimbursement request for the second, third, and fourth quarters of FY19. Mr. Gordon stated that members had been provided with a copy of his expenses and apologized for the delay in submitting them. He indicated that this had been low on his list of priorities and that he wasn’t asking for them to take action tonight.

After a brief discussion, Commissioner Sewell stated that she would like to make a motion to approve reimbursement of the executive director’s expense for the second, third, and fourth quarters of FY19 in the amount of $392.97; Mr. Litzler seconded the motion.

Chairman Meier asked if there was any discussion on the motion. With none, he asked for a voice vote on the motion which found unanimous approval.

Chairman Meier asked if there was any other new business to come before the Board. With none, Mr. Waugaman made a motion to adjourn the meeting and Councilman Hermes seconded it. With all in favor, the meeting adjourned at 6:45 PM.