

Minutes
of the
Regular Meeting of Board of Directors of
The Industrial Development Authority of the County of Gila, Arizona
(the "IDA")

Date: September 28, 2023

Place: Gila County Courthouse, 1400 E. Ash Street, Globe, AZ. 85501

Medium Conference Room, Tommie Martin Bldg., 707 S. Colcord Rd., Payson, AZ. 85541

Presiding: Mac Feezor, President

1. Call to Order at 10:30 pm., with a Board quorum.

2. Roll Call: Present: Lexie Nosie, Executive Director; Mac Feezor, President (In Payson); Joseph Heatherly, Vice-President; Robert Pastor, Secretary-Treasurer; Cliff Potts, Member (In Payson); Jill Wilson, Member; Timothy Grier, Member (in Payson, departed at 12:04 pm),

Absent: Shelby Borrowdale, Member; Udon MacSpadden, Member; Janette Herrera, Member

3. Old Business (Discussion Only)

A. Update on ordering office equipment: (Lexie Nosie); Reports on office equipment ordered and received. Creating an inventory list. **TASK: LEXIE WILL SEND AN UPDATED LIST TO SECRETARY-TREASURER FOR RECORDS.**

B. Bonding process: (Bob Pastor); Reports has had electronic communication with Kutak Rock and Greenberg Traurig requesting information packets. One agency responded site visits are for agency to bid on a project (RFP). Having a 501(C)(3) on file is a plus. Another recommendation is to send IDA representatives to their sites for presentation. Agencies can provide grant application information. Contact information for a representative from Stifel was provided. **TASK: BOB WILL CONTINUE CONTACTING AGENCIES FOR PRESENTATION.**

C. Reapplication for 501(C)(3) non-profit status: (Mac Feezor); Reports re-application is still in process. Discussion; Filing with AZ. Corporation Commission and an October 11th deadline for a report filing. **TASK; MAC TO FOLLOW-UP WITH CPA ON THIS FILING.** Further discussion on **TASK; LEXIE SHOULD STAY IN CONTACT WITH ACCOUNTANT, MENTORING ON THESE REPORTING REQUIREMENTS.**

D. Update on scanning of IDA documents: (Mac Feezor); Reports 10 boxes have been scanned creating 255 files for a total of 8,115 pages scanned. Procedures to "call up" by subject is the goal. Scanned documents will be filed in filing cabinets. Discussion on a site visit by the Executive Director, which can be scheduled at a later date. Lexie has a dedicated space at her home to store files or when a county office space is available, can be utilized. On-going task. **TASK; MAC TO FOLLOW-UP WITH COUNTY ON STATUS/AVAILABILITY OF OFFICE SPACE AT NEW BUILDING SITE.**

E. IDA loan application: (Bob Pastor); Reports Lexie and Bob have met and discussed. Discussion; IDA needs to determine loaning criteria and how much will IDA provide for loans. Task has been identified in their 30-day task matrix. Will look at other IDA's application forms for a guide. **TASK: BOB AND LEXIE TO CONTINUE WORKING ON TASK.**

F. Open Meeting Law training: (Bob Pastor); Reports he has attempted to reach out to Ombudsman Office for scheduling. Suggestion to get onto Gila County web site. **TASK: BOB WILL VISIT COUNTY SITE AND SEND A TRAINING LINK TO ALL BOARD MEMBERS.**

4. NEW BUSINESS

A. Information/Discussion/Action regarding scheduled monthly IDA Board meetings and conflicts with dates in the Gila County facilities used: **(Lexie Nosie);** Reports the agreed last Thursday of each month has some conflicts. Discussion; **Motion to move scheduled IDA meeting date to the 1st Tuesday of every month in the afternoon, beginning November 7, 2023. Motion has a second. Discussion; November 7th is election day, Lexie will check on availability of County meeting rooms. Afternoon meeting times will be determined as availability of meeting rooms and Lexie will invite County Supervisors. Motion passed unanimously.**

B. Information/Discussion/Action regarding request for approval for membership in the Arizona Association for Economic Development (AAED) for the Executive Director and one board member: **(Lexie Nosie)**; Director recommends IDA become a member of this organization, outlines the duties and advantages of membership. There is a possibility Executive Director can join the current membership Gila County has. **Motion to approve IDA Executive Director membership in the Arizona Association for Economic Development (AAED). Motion has a second. Motion passed unanimously.**

C. Information/Discussion/Action regarding request for approval for Executive Director and one board member to attend AAED Fall Forum to be held October 25-27, 2023, in Flagstaff: **(Lexie Nosie)**; Discussion; **Motion to approve IDA Executive Director to attend AAED Fall Forum, two nights lodging, per diem and mileage reimbursement per IRS Travel guidelines. Motion has a second. Motion passed unanimously.**

D. Information/Discussion/Action regarding roles and responsibilities of IDA Board members and officers. **(Lexie Nosie)**; Director shares responsibilities sheet. Discussion; **Motion to table items D & E for further review by Board Members. Motion has a second. Motion passed unanimously. TASK; BOARD MEMBERS TO REVIEW ROLES AND RESPONSIBILITIES DOCUMENTS**

E. Information/Discussion/Action regarding the role and responsibility of the Executive Director. **(Lexie Nosie)**; Discussion. See item D for action.

F. Information/Discussion/Action regarding the history and future role of the Gila County Economic Growth Corporation. **(Lexie Nosie)**; This site still shows active and Mac Feezor as President. Discussion; **Motion to table for further research. Motion has a second. Motion passed unanimously. TASK; MAC TO RESEARCH THIS CORPORATION.**

G. Information/Discussion/Action regarding the IDA website. (All agendas and minutes must be posted in accordance with Arizona Open Meeting Law.) **(Lexie Nosie)**; Discussion; **Motion to table this item until our next meeting, November 7th. Motion has a second. Motion passed unanimously. TASK; SECRETARY BOB TO REVIEW AZ STATUES FOR MINUTES REPORTING.**

H. Information/Discussion/Action to review existing Policies and Procedures and/or develop new policies: **(Lexie Nosie)**;

1. January 23,2014, the IDA adopted Policies and Procedures from the Phoenix IDA, Sections 100,101,201 and 300. Discussion. **Motion to table this item. Motion has a second. Motion passed unanimously. TASK; LEXIE TO RESEARCH FURTHER THE POLICY, PLAN ON A MEETING TO ADDRESS POLICY AND PROCEDURE RULES. LOOK AT OTHER IDA'S FOR A MODEL OUR MEMBERS CAN USE.**

5. ADMINISTRATIVE REPORTS

A. Approval of the minutes of the Regular Meeting of September 13, 2023; **Motion to approve the minutes of September 13, 2023. Motion has a second. Motion passed unanimously.**

B. Approval of the Treasurer's Report; Discussion. **Motion to approve Treasurer's Report. Motion has a second. Motion passed unanimously.** Further discussion on bank authorized signatures and double signatures IDA checks. Jill Wilson updates Board on review of current IDA insurance policies. **TASKS; BOB AND LEXIE WILL CONTINUE GETTING NEW PASSWORDS FOR ONLINE BANK REVIEWS. JILL WILL MEET WITH STAFF TO DISCUSS INSURANCE POLICIES.**

C. Information/Discussion regarding the Executive Director Report.

6. CALL TO THE PUBLIC; None

7. SUMMARY OF CURRENT EVENTS; Jill Wilson informs Board of her discussion with Razor Thin LLC. concerning IDA public relations. Discussion; **TASK; A MEETING IS SCHEDULED FOR OCTOBER 23RD IN PAYSON. LOCATION WILL BE AT CLIFF POTTS BUSINESS LOCATON IN PAYSON.**

◦ Adjournment: Adjournment at 12:33 pm.

◦ Minutes Approved _____ Presented by Secretary *Robert W. Pastor*