

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

Date: January 9, 2024

Place: Gila County Complex, Board of Supervisor Rm., 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 3:00 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); Timothy Grier, Member (In Payson); Janette Herrera, Member, Shelby Barrowdale, Member; Jill Wilson, Member (arrived 3:27 pm).

Gila County Supervisor Tim Humphrey, District 2, Guest

3. REGULAR AGENDA ITEMS:

A. Information/Discussion to review and discuss database supplied by the IDA President; (Lexie Nosie); Due to restriction by County IT, presentation will be verbal. Board Member can request a one-on-one training with Lexie. Discussion; questions on how/what was scanned, some documents were "bundled" as some documents are a draft of the final document. Board member can search using a word to find all data with the word requested. Joe Heatherly suggested Director contact State of Arizona Records Department to get support and guidelines for purging of records. Cliff Potts asks if Board members have the ability to search the current electronic files. Yes, we can. Applications are available to rebuild the indexing of files; Global search to isolate specific documents. A task to review segmented documents to determine what is needed or not. While the modifying of stored records is important, the Re-branding task should have more priority.

B. Information/Discussion/Action regarding permanent storage space for IDA documents. (Lexie Nosie); Discussion; Paper records are now stored in filing cabinets at Cliff Pott's office. If we have records now stored, why keep paper documents? Recommend Lexie research the State of Arizona Record Retention Policy to recommend correct procedure to follow on record retention and destroy of records. Files are storage is secure at this time, an IDA policy needs to be created for what to store and for how long. Consensus to; (1) review State Statute, confirm guidelines; (2) Review current paper files; (3) Shred appropriate documents; (4) Review/deleted appropriate digital files. Lexie to report back to Board. No Action.

C. Information/Discussion regarding an update on the re-branding campaign for the IDA. (Jill Wilson) Discussion; On-going. Discussion; Joe Heatherly agrees we need a presentation packet prepared for the IDA. Jill states the prime objective working with Razor Thin, LLC., is a logo redesign, web-site upgrade and PSA releases. Joe has done research on other IDA's Procedure Pamphlets, suggesting we can use a template to create our pamphlets. A Procedure Pamphlet is key for the IDA Bonding Process, a process the IDA must get "arms around this process". Mac Feezor did a search on the data files, did come up with a document attached to a law firm used in past. Cliff Potts states this should be a priority for the Board. No Action.

D. Information/Discussion/Action regarding the IDA's current insurance coverage and approve renewal of existing insurance policy. (Robert Pastor). Discussion; Lexie to contact insurance agent to confirm IDA has proper coverage amounts for Liability Policy and confirm correct address and contacts. Upcoming policy coming due, recommendation is to stay with current providers. No Action.

E. Information/Discussion to acknowledge Robert Pastor's pending resignation from the IDA governing board; (Lexie Nosie) Discussion; Bob Pastor resignation effective February 1, 2024.

F. Information/Discussion/Action to elect the following IDA officers for two years (2024-2025), which will go into effect after the January 9, 2024 Regular Meeting; (Mac Feezor) Discussion; Election process given to Tim Grier to lead. Jill Wilson informs Board she's giving her verbal notice of resignation from the IDA Board effective end of today's meeting. **The position of President is open for nominations;** Cliff Potts nominates Mac Feezor. Second by Tim Grier. Roll call vote is done; Joe Heatherly-No; Cliff Potts-Yes; Tim Grier-Yes; Shelby Barrowdale-No; Bob Pastor-Abstain; Janette Herrera-No; Jill Wilson-No; Mac Feezor-Yes. Motion fails; 3 yes/4 no/1 abstain. Janette Herrera nominates Joe Heatherly. Second by Jill Wilson. Roll call vote is done; Joe Heatherly-Yes; Cliff Potts-No; Tim Grier-No; Shelby Barrowdale-Yes; Bob Pastor-Abstain; Janette Herrera-Yes; Jill Wilson- Yes; Mac Feezor-No. Motion passed 4-Yes/ 3-No/ 1 abstain.

Elected President; Joe Heatherly.

The position of Vice-President is open for nominations; Cliff Potts nominates Mac Feezor. Second by Tim Grier. Roll call vote is done; Joe Heatherly-No; Cliff Potts-Yes; Tim Grier-Yes; Shelby Barrowdale-No; Bob Pastor-Abstain; Janette Herrera-No; Jill Wilson-No; Mac Feezor-Yes. Motion fails; 3 yes/4 no/1 abstain.

Jill Wilson nominates Shelby Barrowdale. Roll call vote is done; Joe Heatherly-Yes; Cliff Potts-No; Tim Grier-No; Shelby Barrowdale-Yes; Bob Pastor-Abstain; Janette Herrera-Yes; Jill Wilson- Yes; Mac Feezor-No. Motion passed 4-Yes/ 3-No/ 1 abstain.

Elected Vice-President; Shelby Barrowdale.

The position of Secretary is open for nominations; Shelby Barrowdale nominates Janette Herrera. Second by Joe Heatherly. Roll call vote is done. Joe Heatherly-Yes; Cliff Potts-Yes; Tim Grier-Yes; Shelby Barrowdale-Yes; Bob Pastor-Abstain; Janette Herrera-Yes; Jill Wilson-Yes; Mac Feezor-Yes. Motion passed; 7-Yes/0-No/1-abstain.

Elected Secretary; Janette Herrera.

The position of Treasurer is open for nominations; Jill Wilson asks if a Treasurer position required if we hire a CPA. Yes, the position is stated in the IDA By-Laws. Tim Grier nominates Cliff Potts. Second by Shelby Barrowdale. Roll call vote is done; Joe Heatherly-Yes; Cliff Potts-Yes; Tim Grier-Yes; Shelby Barrowdale-Yes; Bob Pastor-Abstain; Janette Herrera-Yes; Jill Wilson-Yes; Mac Feezor-Yes. Motion passed; 7-Yes/0-No/1-abstain.

Elected Treasurer; Cliff Potts.

G. Information/Discussion/Action to remove Robert Pastor and designate an account administrator and authorized account signers for the IDA's bank accounts based on the election of new IDA officers; (Lexie Nosie); Discussion; Motion by Cliff Potts to remove all existing account signers with First Interstate Bank and replace with the new current officers to include:

Joseph Heatherly- President

Shelby Barrowdale- Vice President

Cliff Potts- Treasurer and new account administrator

Janette Herrera- Secretary

Motion seconded by Tim Grier. Motion passed unanimously.

4. ADMINISTRATIVE REPORTS:

A. Approval of the minutes of the Regular Meeting of December 5, 2023; Motion made by Tim Grier to approve December 5, 2023 minutes. Seconded by Cliff Potts. Motion approved unanimously.

B. Information/Discussion/Action to review and approve the Treasurer's Report for December 5, 2023. (Bob Pastor) Discussion. Treasurer informs Board that for deposit account, date 12/22/23; the correct Loaner Current Balance amount is \$2,231.75, not \$231.75. Motion by Jill Wilson to approve minutes with noted correction. Motion seconded by Tim Grier. Approved unanimously.

C. Information/Discussion/Action regarding the Executive Director's report; (Lexie Nosie) Discussion; Tim Grier questions the public reporting of current task list. With Open Meeting guidelines he recommends the task list be shared with Board members, then, if they have

any questions on task list, member can request item be put on agenda for further discussion and/or action. The task list is a useful tool to keep Board members current on tasks.

6. CALL TO THE PUBLIC; Discussion; no action.

7. SUMMARY OF CURRENT EVENTS; Discussion should be limited to current community events for general information to Board.

◦ Adjournment: Adjournment at 4:32 pm.

◦ Approved date; _____

Presented by Secretary-Treasurer Robert W. Pastor