

**GREATER YUMA PORT AUTHORITY
MEETING MINUTES: August 3, 2017**

DIRECTORS PRESENT: Matias Rosales, Chair
William Gresser
Gary Magrino
Omar Heredia
Gary Knight

DIRECTORS ABSENT: Marco A. Tony Reyes
Frank Rascon

EX-OFFICIO (Non-Voting)

MEMBERS PRESENT:

OTHERS PRESENT: Wayne Benesch, Legal
Susan Thorpe, Yuma County Administrator
Desarae Doten, Recording Secretary
Gen Gross, Yuma County Airport
Tim Eisenman

1. Call to Order and Pledge of Allegiance

The Chairman called the meeting to order at 9:03 a.m. The meeting was held at Greater Yuma Economic Development Corporation Conference Room, 899 E. Plaza Circle, Suite 2, Yuma, Arizona. The Pledge of Allegiance was led by the Chairman.

2. Discussion and possible action to approve the minutes of the June 22, 2017 regular meeting

Mr. Gresser moved to approve the minutes of the June 22, 2017 regular meeting as presented, seconded by Mr. Knight, the motion carried unanimously.

3. Authorize the Chairman to approve the minutes of the June 22, 2017 executive session

Mr. Gresser moved to authorize the Chairman to sign the June 22, 2017 executive session minutes, seconded by Mr. Knight, the motion carried unanimously.

4. Administrator's Report to the Board

Mr. Rosales shared news that Linda Matthias' husband passed away, and he would like to send flowers on behalf of the Board. He reported visiting the storage center where GYPA records are stored and noted there is not much, maybe ten to twelve boxes of files. Mr. Rosales offered to store the documents in the incubator in Somerton; however Ms. Thorpe said she would rather move them to a Yuma County facility since that is where the Executive Director will be located once hired.

5. Chairman's Report

Mr. Rosales reported he has been working on the agenda items for today with legal counsel and Ms. Thorpe.

6. Discussion and possible action to accept and approve monthly Financial Report(s)

Mr. Gresser stated he will make contact with Ms. Matthias about the financials and discuss her plans moving forward. The Board briefly discussed the computer, checkbook and post office key which are still being retained by Ms. Matthias.

Mr. Rosales confirmed he did not cancel the storage rental agreement yet, and will provide the key to Ms. Thorpe so the boxes can be moved.

7. Discussion and possible action regarding current and future real estate marketing of GYPA.

Ms. Rosales reported he reached out to local brokerages that do commercial sales and have the contacts and network needed to market the Port Authority's Industrial Park land. He provided a handout of a presentation submitted by Jerry Lococo, of SVN Commercial Real Estate Advisors and Kaizen Commercial Real Estate, as well as a document containing two maps which show the developed and undeveloped areas which are available.

Discussion ensued concerning the broker's commission which is expected to be 5-6%, and that they would provide weekly reports and have an online presence to market the property. Mr. Rosales stressed the need to be able to pay off the loan and sell property.

The Board agreed to ask brokers to attend the next regular meeting on August 28, 2017 to present their proposals.

Before moving to the next item Mr. Rosales confirmed with the Board that they agreed on the asking price for the existing improved acres at \$49,000 each.

8. Discussion and possible action on recruitment for Executive Director.

Mr. Rosales reported that several applications were received and were shared via email with the interview subcommittee members. Ms. Thorpe confirmed that those members are Mr. Magrino, Mr. Knight, Mr. Reyes and Mr. Rosales.

Mr. Knight noted interest in David Fuentes who has a more all-around background since he worked for the Border Patrol and has a Master's Degree.

Mr. Magrino referred to a candidate with the first name Xiomara, who was an intern at the Greater Yuma Economic Development Corporation (GYEDC), and received a recommendation from Julie Engel.

Mr. Rosales expressed the need for the applicant to be bilingual and have ties to the Yuma area. He asked the Board if they would like to set up a panel and schedule interviews. It was agreed that they would look towards the beginning of September. Ms. Thorpe and county staff will work with the applicants and board members to schedule the interviews.

9. Discussion and possible action to set a Strategic Planning Retreat.

Mr. Gresser suggested a decision be made concerning the Executive Director position first so they can be included in the Retreat, which the Board agreed to. It was decided that the retreat be held no later than October.

10. Discussion and possible action on the new website and possible new logo for GYPA.

Mr. Rosales reported that MGM Designs sent him an invoice for the website being developed. For new logo ideas, Yuma County was gracious to work on designs, as well as a local designer from San Luis MarketInk. He provided a handout which displayed the existing logo and proposed options.

The Board reviewed and discussed the logos and agreed on MarketInk's option No. 3, with the change to No. 3's graphics to the arrow design from Option No. 5. Mr. Rosales stated he will ask for the suggested modification and send that finished design to the website developer to have the site updated.

Mr. Magrino made a motion agreeing to the direction concerning the new logo, seconded by Mr. Gresser, the motion carried unanimously.

11. Discussion and possible action regarding accounting RFP and/or audit services RFP and authorizing the County Administrator to develop timeline for the RFP process.

Ms. Thorpe reported that Mr. Benesch sent her the original draft of the proposals, and she changed the wording to ask for the responses to come directly to her. She said she received accounting firm information from the Yuma County Finance Department, and can fill in the dates once approval is received from the Board.

Mr. Benesch reminded the Board about the accounting responsibilities mentioned in the Fourth Amended Bylaws which state: "The Corporation shall retain the services of a qualified certified accounting firm which will examine the financial records of the Corporation and provide a compiled financial statement on a quarterly basis to the Secretary/Treasurer." He also read the section concerning an audit which states: "The Board of Directors may, by majority vote, require an independent audit at any time when circumstances warrant such action."

Mr. Benesch explained that Mr. Reyes felt strongly about an audit since public funds are used. He reminded the Board that the last audit was done in 2011, so the next auditor would have to go back and bring everything forward from then, which will be expensive even though there are not a lot of transactions. Ms. Thorpe stated it would be a good idea to put information in the RFP about last official audit.

Mr. Knight noted if GYPA ever needed to go out for another source on the loan they are going to want to see audited financials.

The Board discussed the options of a governmental audit versus using someone local, and the need to do something to be transparent. Mr. Benesch stated he would look back at his notes from when this topic was last discussed and provide that information to Ms. Thorpe.

Mr. Gresser made a motion to move forward with the request for proposal for accounting services only at this time, seconded by Mr. Knight, the motion carried unanimously.

12. Discussion and possible action to approve and authorize the Chairman to sign the Offer to Sell Easement for the existing RSVV Tower Site on GYPA Property in the amount of \$9,605.00.

Mr. Rosales stated that Ms. Thorpe was able to negotiate a higher price and he will sign the contract.

Discussion ensued concerning Exhibits A and B mentioned in the "Offer to Sell Easement" which are the actual site location and legal description.

A motion was made by Mr. Gresser to authorize the Chairman to sign the Offer to Sell Easement, seconded by Mr. Knight, the motion carried unanimously.

13. Discussion and possible action regarding the loan agreement with the Cocopah Tribe.

Mr. Rosales stated he spoke with Mr. Magrino who has not heard back from the Cocopah Tribal Council about the site locations for the 26.6 acres the GYPA will offer the Tribe. Mr. Magrino explained that the Tribal Chair wants to go out and look at the area. He also reported he does not think there is a problem with the cap of 6% interest, but that still needs to be confirmed. Mr. Rosales asked if it would help if he offered to go out to the site with the Tribe, and Mr. Magrino confirmed it would.

In closing, Mr. Magrino stressed that the Tribe is adamant that once this term is up they will not be extending.

14. Discussion and possible action to recognize past Board members and/or staff.

Mr. Rosales asked the Board for input or ideas to recognize Dr. Mike Reed and Ms. Linda Matthias. Mr. Magrino agreed it would be nice to do something, and noted that Mr. Rascon got him a plaque for his time as chairman.

Mr. Gresser confirmed he will get information from Ms. Matthias regarding Dr. Reed's years of service.

15. Call to Public - Call to the Public is held for the public benefit to allow individuals to comment on matters identified on the agenda or issues under the authority of the GYPA. Any actions taken as a result of public comment will be limited to directing staff to study the matter, responding to criticism, or scheduling the matter for further discussion and decision at a future date.

Gen Gross reported the Airport uses Walker and Armstrong as their certified auditor. She provided the following contact info: Steve Tait 602-203-1040. She also noted they used CBRE as a broker in the past and were disappointed with their results.

Mr. Benesch noted the Gary Magrino Industrial Park Association's annual report is due so he will be contacting them to satisfy their requirements. He explained that the annual cooperate report needs to get filed, with the due date being September 1st.

16. Adjourn

There being no further business upon a motion by Mr. Magrino and seconded by Mr. Knight and carried unanimously, the meeting adjourned at 10:19 a.m.

Adopted this 28th day of August, 2017.

GREATER YUMA PORT AUTHORITY

Matias Rosales, Chair

ATTEST:

William Gresser, Secretary/Treasurer
GYPA Administrator