

MINUTES

**INDUSTRIAL DEVELOPMENT AUTHORITY OF THE CITY OF DOUGLAS
THURSDAY, MARCH 14, 2023, AT 11:00 A.M.
CITY HALL, EXECUTIVE CONFERENCE ROOM 425 10TH STREET, DOUGLAS, AZ, 85607**

1. CALL TO ORDER 11:03 a.m.

2. ROLL CALL

	PRESENT	ABSENT
PATRICK SCHERDEN	X	
ROBERT FERNANDEZ	X (11:40 am)	
FLORENCIO LOPEZ	X	
VICKY MERRITT		X (excused)
HECTOR QUIJADA	X	
JOEY BARRERAS		X
IDA PEDREGO	X	

3. PERSONS WISHING TO ADDRESS THE INDUSTRIAL DEVELOPMENT AUTHORITY MEMBERS IN WRITING OR VERBALLY ON ANY ITEM NOT ON THE AGENDA.

None.

4. DISCUSSION/DECISION ON APPROVAL OF CONSENT AGENDA ITEMS.

A. MEETING MINUTES FOR FEBRUARY 14, 2023

Motion by Ms. Pedrego, second by Mr. Lopez to approve the consent agenda items. Motion passed unanimously.

5. DISCUSSION/DECISION ON REPORTING THE TREASURER'S REPORT ON MONTHLY OR QUARTERLY BASIS.

Mr. Lopez requested that due to lack of activity on the accounts, a quarterly report should suffice.

Discussion was held on reporting basis.

Motion by Mr. Lopez, second by Mr. Quijada for the treasurer's report to be presented on a quarterly basis, unless by special request. Motion passed unanimously.

6. PRESENTATION BY ABRAHAM VILLARREAL FROM COCHISE COLLEGE REGARDING GRANT WRITING POSSIBILITIES.

Mr. Villarreal introduced himself and made himself available to questions.

Discussion was held of the possibility of collaboration with Cochise College for a student intern to write grants for the IDA.

Mr. Villarreal stated that Cochise College students are 1st & 2nd year college students. He added that Cochise College does not offer a grant writing course.

Mr. Villarreal reported there is a grants coordinator at Cochise College, and they help Cochise College faculty and staff write grants as needed.

Discussion was held on grant writing resources.

7. UPDATE BY EFREN BRACAMONTE REGARDING THE NEW WAREHOUSE PROJECT.

Mr. Bracamonte reported that a soft opening will take place on April 22. The bar area will be open, the rear area will remain under construction.

Mr. Quijada asked if it is safe to open while back room is under construction.

Mr. Bracamonte answered it is safe, insurance is in place and he added that location will be inspected before opening.

Ms. Pedrego asked if the outside portion is ready.

Mr. Bracamonte answered that it still under review.

8. DISCUSSION/DECISION TO ADD AUTHORIZING SIGNATURES AT BANK INSTITUTIONS.

Mr. Lopez reported the bank institutions are requesting approved minutes with removal of past signers and addition of current signers. He added it is recommended to have four signature cards on record and to include a secretary.

Motion by Ms. Pedrego, second by Mr. Quijada to add President, Vice President, Treasurer, and Secretary names to bank institutions.

Motion to amend the original motion by Mr. Scherden, second by Ms. Pedrego to remove Danny Ortega Sr., Howard Henderson, and Robert Marrufo; and add the current officers on the signature cards at Washington Federal and Southeast Arizona Federal Credit Union banking institutions. Motion passed unanimously.

Note: Current officers: Patrick Scherden, President; Robert Fernandez, Vice-President; Florencio Lopez, Treasurer; Ida Pedrego, Secretary.

9. DISCUSSION/DECISION ON GRANT APPLICATION TO COVER PARTIAL TANK REMOVAL FEES.

Mr. Scherden reported 1.5 years ago the city submitted a grant that would cover the cost of the removal of an underground storage tank on 1st street. He added the IDA would pay \$18,000 and the grant would pick up the remaining cost of removal fee. The state had exhausted all monies at that time.

Motion by Ms. Pedrego, second by Mr. Lopez to re-apply for a grant to cover the partial cost of the underground tank removal fees.

Mr. Pedroza reported of the storage tank that is abandoned, and reviewed grant possibilities available.

Mr. Lopez asked if there is additional cost for remediation of soil.

Mr. Pedroza answered that there is grant opportunities to cover the additional cost for soil remediation.

Ms. Pedrego asked if the city would write the grant.

Mr. Pedroza answered the consultant would write the grant. The grant is already written, it needs to be resubmitted.

Discussion was held on location of tank and if the lessee bears responsibly of removal of the tank.

Discussion was held on history and contracts of building occupants.

Mr. Scherden reported when the city took ownership of the building it was not notified of the storage tank.

Motion passed unanimously.

10. DISCUSSION/DECISION REGARDING FINANCIAL ASSISTANCE BY THE INDUSTRIAL DEVELOPMENT AUTHORITY TO RAMIREZ ADVISORS INTER-NATIONAL, LLC FOR THE CONTINUATION OF THE PORT OF ENTRY PROJECT

Mr. Lopez reported the need to revisit IDA's continuation of providing financial assistance and the possibility of the city adding the fees to city budget and not the IDA's.

Mr. Pedroza reported that the budget process is underway with hopes of the IDA continuing to provide financial assistance. He added Mr. Ramirez services is projected to be needed until 2028 when the port of entry is complete.

Discussion was held on Mr. Ramirez services, length of services and progress of port of entry project to include GSA timeline.

Mr. Scherden read the IDA mission statement.

Motion by Ms. Pedrego, second by Mr. Fernandez to continue financial assistance for the continuation of the Port of Entry Project until 2028. Motion passed unanimously.

11. UPDATE REGARDING THE IDA'S PROJECT REQUEST APPLICATION.

Ms. Pedrego reported that Mr. Fernandez and Mr. Lopez met with Ms. LaMar and made recommendations for application.

Discussion was held on recommendations made for the application.

Ms. LaMar suggested members to fill out the form as if they were applying.

Ms. Pedrego stated she feels the application is cumbersome.

Discussion continued on items needed in application.

Mr. Scherden stated there is no longer an application committee, work on the application and come back in a month and report the progress.

Ms. Pedrego asked for information to be given before meeting time to have time to review information.

12. DISCUSSION REGARDING THE PROGRESS OF THE IDA BYLAWS AND THE ARTICLES OF INCORPORATION.

Ms. LaMar has made revisions on new considerations and is waiting for some items from the attorney Nick Cook.

Discussion was held on bylaw revisions.

Ms. Pedrego asked for members to review the revision on the bylaws and return with changes via email by Monday, March 20th and forward to Ms. Pedrego only.

Ms. LaMar reported sending combined all the amendment to the Articles of Incorporation to Mr. Cook, and is waiting for his reply.

13. DISCUSSION/DECISION TO ENTER INTO EXECUTIVE SESSION UNDER THE AUTHORITY OF ARS 38-431.03 (A7) TO CONSIDER ITS POSITION AND INSTRUCT ITS REPRESENTATIVES REGARDING UPDATES RELATED TO OVA ENTERPRISES LLC.

Motion by Ms. Pedrego, second by Mr. Lopez, to enter into Executive Session at 12:22 p.m. Motion passed unanimously.


Motion by Ms. Pedrego, second by Mr. Lopez to adjourn Executive Session at 1:43 p.m. Motion passed unanimously.

14. NEXT MEETING DATE

April 11, 2023.

15. ADJOURNMENT

Motion by Mr. Fernandez, second by Ms. Pedrego to adjourn the meeting at 1:46 p.m. Motion passed unanimously.

Minutes prepared by:  Cynthia Acuña Robles