

MINUTES
San Luis Economic Development Commission
Regular Meeting
San Luis Council Chambers
1090 E. Union Street
San Luis, AZ 85349
Wednesday, February 4, 2026
4:00 p.m.

MEMBERS OF THE COMMISSION WILL ATTEND EITHER IN PERSON, TELEPHONE, OR VIDEO CONFERENCE COMMUNICATION.

1. CALL TO ORDER/ROLL CALL

Chairman Jesus Carrillo called the San Luis Economic Development Commission meeting to order at approximately 4:00 p.m.

ROLL CALL

PRESENT: Jesus Carrillo, Chairman
Abraham Andrade, Commission Member
Oscar Franco, Commission Member
Mary Carmen Lopez, Commission Member
Linda Padilla, Commission Member
Octavio Ramirez, Commission Member

OTHERS PRESENT: Sonia Cornelio, City Clerk
Armando Esparza, Director of Economic Development & Government Affairs
Yigal Duarte, Economic Development Assistant
Mike Goman, Principal, Advisory & Development Services for Goman+York (joined virtually)
John Hart, Senior Vice President, Managing Director, Southwest Region, for Goman+York (joined virtually)
Dusty McMahan, Senior Vice President, Managing Director, Planning & Design, for Goman+York (joined virtually)
Jose Antonio Maldonado, Video Production Specialist
Albert Moreno, I.T. Technician
Rogelio Martinez, Administrative Coordinator for Economic Development

ABSENT: Salma Marrufo, Vice Chair

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Chairman Carrillo.

3. PRESENTATIONS

Chairman Carrillo welcomed Commission Member Ramirez as the new member of the San Luis Economic Development Commission replacing former Commission Member Eric Jones.

3.A. Presentation by the Yuma County Chamber of Commerce. (Valeria Vazquez, Marketing Coordinator)

Item 3.B was presented first.

Armando Esparza provided a brief introduction to Ms. Valeria Vazquez, Marketing Coordinator for the Yuma County Chamber of Commerce, who will be presenting on how the Yuma County Chamber of Commerce supports businesses across the county and the impact of the collaboration with the City of San Luis Economic Development Department to strengthen our local business community.

Ms. Vazquez thanked the Commission for their time and introduced two Yuma County Chamber Ambassadors that accompanied her, Rebeca Melgoza from Realty Executives and Susan James from Susan James Insurance.

Ms. Vazquez provided information on the history and mission for the Yuma County Chamber of Commerce.

Ms. Vazquez provided information on why the Chamber matters to economic development and addressed the collaboration and focus with both San Luis and South County to increase the Chamber's presence and outreach.

Ms. Vazquez presented information on Chamber benefits and current collaborations with both the Mexican Consulate in Yuma and with Adrian Fontes, Arizona Secretary of State.

Ms. Vazquez highlighted the use of hosting events as economic tools, for example the Good Morning Yuma event and the Member Mixers.

Ms. Vazquez introduced the Chamber Ambassador Program and invited Ms. Melgoza and Ms. James to the podium to speak about their duties and experiences as active Chamber Ambassadors.

Ms. Vazquez concluded her presentation by opening the floor for any comments or questions from Commission Members. Commission Member Andrade inquired about the number of active members with the Yuma County Chamber of Commerce. Ms. Vasquez replied by stating that though she does not have the exact number, the number of members exceeds 800. Mr. Esparza commented that recent visits to San Luis businesses confirmed that not many businesses are familiarized or enrolled with the Yuma County Chamber of Commerce.

Commission Member Andrade asked how the Chamber is engaging the South County Businesses to be recruit new members. Ms. Vazquez responded that as the only Spanish speaker within her team and through her role as Marketing Coordinator, she is working together with the South County municipalities to reach out to small business owners and provide the bilingual information to any potential prospects who are interested in becoming members of the Chamber.

Commission Member Andrade asked about any upcoming Chamber events. Ms. Vazquez and Mr. Esparza responded by informing Commission Members that a mixer is scheduled for the month of April in observance of the National Small Business week, where local businesses who are active

members of the Chamber will be selected to present their business to anyone attending the event. Mr. Esparza also mentioned that a Good Morning Yuma event is being planned for August.

Chairman Carrillo moved to read item number 4. Consent Agenda.

3.B. Presentation on Roberts Rules of Order by City of San Luis City Clerk's Office. (Sonia Cornelio, City Clerk)

This item was presented before item 3.A. (Presentation given at 4:02PM)

Ms. Cornelio presented guidance and information given to appointed members of the different boards and commissions for the City of San Luis, as well as information on Open Meeting Law.

Ms. Cornelio began her presentation by explaining the process on how to run a board or commission meeting. Ms. Cornelio mentioned the importance of: having compliance with state's Open Meeting Law by posting a public notice with an agenda at least 24 hours before the meeting is conducted; maintaining proper minutes (including executive sessions); follow standard parliamentary procedure like "Robert's Rules of Order" for structure (call to order, quorum, agenda approval, discussions, and adjournment); and, keeping discussions focused, respectful, and productive to support informed decision making.

Ms. Cornelio continued to explain the conduct of board/commission meetings by defining the roles of each committee member. Ms. Cornelio mentioned that the Chair is the presiding officer at board/commission meetings; in the absence of the Chair, the Vice Chair presides; in the absence of the Chair and Vice Chair, the Board/Commission Clerk will open the meeting and ask that a member be appointed as the presiding officer; and a motion is needed to appoint one, after the Acting Chairperson is selected, he/she may proceed with the Roll Call and the remaining agenda items.

Next, Ms. Cornelio described the actions to be taken as the meeting progresses. Ms. Cornelio mentioned that after the Chair calls the meeting to order and the Board/Commission Clerk has called the roll and read the minutes of the previous meeting, the Chair as presiding officer is responsible for moving the meeting along by announcing the next order of business.

Ms. Cornelio explained that the Chair is responsible for encouraging everyone to be heard and to place limitations in order to avoid meaningless debate. Particularly when controversial questions or matters are before the Board/Commission. It will be up to the Chair in most cases to handle this type of situation as he or she best sees fit. The Chair should follow the prepared agenda as much as possible.

Ms. Cornelio added that when deviations from the prepared agenda occur, the Chair should clearly announce that the Board/Commission has decided to rearrange the agenda or not consider a particular item at the meeting for the information of those residents in attendance as well as other members of the Board/Commission. When changing the order of discussion, it must be done so as not to prevent or deny any member of the public the opportunity to listen to the discussion of any agenda item.

Ms. Cornelio stated that anyone addressing the Board/Commission, including members of the Board/Commission, should address themselves to the Chair and wait until they are recognized before proceeding further.

Ms. Cornelio summarized the following steps to follow when conducting a Board/Commission meeting:

- Call to Order
 - o Start Promptly at the scheduled time.
- Approve Minutes
 - o Approve the past minutes.
- Follow Agenda
 - o Stick to the planned order (reports, old/new business)
- Guide Discussion
 - o Chair leads, ensures focus, prohibits interruptions/personal attacks
- Record Minutes
 - o Take notes for public session and executive session, noting motions, votes, and presenters
- Public Comment
 - o If applicable, limit time for member comments
- Adjourn
 - o Formally end the meeting

Ms. Cornelio presented the basic steps for addressing motions. When calling a motion, a member of the Board/Commission will address the Chair, wait to be recognized, and make the motion. Once made, a second member of the Board/Commission seconds the motion. After being seconded, the Chair will state the motion, open the floor for discussion, ask the question, take votes, and state the results.

Ms. Cornelio continued and presented the City of San Luis Code of Conduct. It states that “the City has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Council. They are a valuable resource to the City’s leadership and should be treated with appreciation and respect”.

Ms. Cornelio highlighted that the Code of Conduct quotes “It all comes down to respect”. Ms. Cornelio provided examples of improper conduct when having a meeting. These include showing antagonism or hostility, deliberately lying or misleading, speaking recklessly, spreading rumors, stirring up bad feelings, divisiveness, and acting in a self-righteous manner. Ms. Cornelio stated that the key standard is to ensure appropriateness in content, tone, and volume. Ms. Cornelio offered consideration of the scenario “if this was said by an employee, would they be disciplined for harassment, hostility in the work environment, bullying, etc.?”.

Ms. Cornelio presented information about the Open Meeting Law (OML). OML is an Act that mandates open deliberations and proceedings and prohibits public bodies from making decisions in secret. For additional information, refer to A.R.S. §§ 38-431- to 38-431.09. It also reflects Arizona’s strong public policy favoring transparency including open public meetings, and advance meeting notices through agendas that reasonably inform the public of the matters to be discussed or decided.

Ms. Cornelio emphasized the importance of having OML is to ensure that official deliberations and proceedings are conducted openly, maximizing public access and participation in government decision making. Therefore, as all meetings should be open to the public, all people who desire shall be allowed to attend and listen to the deliberations and proceedings. All legal actions of public

bodies shall occur in a public meeting to promote transparency by shedding light on government activities.

Ms. Cornelio added that actions taken in violation of the OML are null and void. Violations may result in an investigation by the Attorney General. The individual officer, not the public body, may face civil and monetary penalties, including monetary fines with increase penalties for repeat violations, payment of court costs to enforce the law, attorneys' fees public funds may not be used to defend an officer found in violation, and removal of the officer from office.

Ms. Cornelio explained that OML applies when both of the following elements are true: you are part of a "public body", and the public body is a "meeting". Thus, responding the questions of what is a "public body" and what constitutes a "meeting". Under OML, a "public body" as boards and commissions of the state or its political subdivisions, multimember governing bodies, quasi-judicial bodies, and committees or subcommittees which can be a standing, special, or advisory committee created by a public body. A "meeting" is defined as when a quorum discusses, proposes, or takes legal action. A quorum is a majority of the members of the public body, unless otherwise noted in statutes or government documents. For example, for a seven-member body, four members constitute a quorum. Vacancies or absences do not reduce the number of commission members present to have a forum. For example, a seven-member body with one vacancy, four members are still required for a quorum.

Ms. Cornelio mentioned for OML purposes, a "meeting" can happen in person, virtually, via email, via text or social media message, via telephone conversation, or through any series of messages passed from one person to the next. Ms. Cornelio addressed that the bottom line is that a meeting occurs whenever a quorum discusses, proposes, or takes legal action on public business.

Ms. Cornelio presented common OML pitfall when using emails and best practices to avoid OML violations.

Ms. Cornelio presented common OML pitfall when using social media and best practices to avoid OML violations.

Ms. Cornelio presented common OML pitfall when attending other meetings and best practices to avoid OML violations.

Ms. Cornelio provided information about calling a meeting and making sure it is conducted legally under OML. Ms. Cornelio added instructions as to how to conduct emergency meetings.

Ms. Cornelio presented information on conducting executive sessions.

Ms. Cornelio presented information on what to include in an agenda.

Ms. Cornelio stated who can serve on a City Board/Commission and provided examples as to why someone would want to be a member of a City Board/Commission.

Ms. Cornelio concluded by providing key takeaways of her presentation and by stating that the information presented stated the principal legislative and administrative responsibilities of the Boards/Commissions within our municipality. Ms. Cornelio also mentioned that Commission members are welcome to reach out to her for any questions or concerns.

Chairman Carrillo called for item 3.A. to be presented.

4. CONSENT AGENDA

4.A. APPROVAL OF MINUTES

- Regular San Luis Economic Development Commission meeting held on October 01, 2025.

MOTION: Commission Member Franco called a motion to approve the minutes for October 01, 2025. Chairman Carrillo second it. Motion passed unanimously.

The vote was as follows:

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| Chairman Carrillo | Aye |
| Commission Member Andrade | Aye |
| Commission Member Franco | Aye |
| Commission Member Padilla | Aye |
| Commission Member Lopez | Aye |
| Commission Member Ramirez | Aye |

5. DISCUSSION AND POSSIBLE ACTION ITEMS:

5.A. Discussion and update on the Cesar Chavez Blvd State Land Commercial Development Project. **(Armando Esparza, Director of Economic Development and Goman + York)**

Mr. Esparza began the presentation by providing brief background information on the Cesar Chavez Boulevard State Land Commercial Development Project and introduced members of Goman + York consulting group: Mike Goman, *Principal of Advisory & Development Services*, John Hart, *Senior Vice President and Managing Director for the Southwest Region*, and Dusty McMahan, *Senior Vice President and Managing Director for Planning & Design*, who joined virtually.

Mr. Goman provided a summary of the services provided by Goman + York and addressed the collaboration, commitment, and scope of work that is being worked on with Mr. Esparza on the Cesar Chavez Boulevard State Land Commercial Development Project.

Mr. Hart followed the presentation by providing a view of the preliminary findings and a planning level concept of what the project's outcome will be. Mr. Hart assured that all gathered information will be validated using additional market data, redefined assumptions, and City input, ensuring the feasibility and sustainability of the project.

Mr. MacMahan provided detailed information on the slides that were presented to Commission Members which displayed milestones, current, and future projects that the City has completed or are in development. Mr. MacMahan explained how these slides could be used by the City whenever discussions with real estate committees or real estate tenant agencies take place.

Mr. Goman concluded the presentation by reminding Commission members that further data and concepts are being gathered and considered before a final presentation is made available to Mr. Esparza.

Mr. Esparza commented on the purpose for the project and what the expectations are for future development in San Luis.

Mr. Esparza concluded by opening the floor to any questions from Commission Members.

Commission Member Lopez commented on difficulties business owners are faced with when searching for suitable locations to establish their business in San Luis. Commission Member Lopez expressed interest in looking at the updated report and how it will address this concern.

5.B. Discussion and update on the City of San Luis's Public Art Program. (Armando Esparza, Director of Economic Development).

Chairman Carrillo moved to item number 5.D.

Mr. Esparza began the presentation by thanking Commission Members for their help with the Historic Preservation and Art Plan, and provided an update on the support by City Council.

Mr. Esparza moved to provide an update on the Public Art Program timeline and next steps. Mr. Esparza added information about the funding opportunities and sources that will be used for this project. Mr. Esparza listed the potential locations for the art to be placed.

Mr. Esparza concluded by stating that work is currently focused on the Request For Proposals (RFPs) to gather information on local artists that are interested in participating in this project.

Commission Member Ramirez commended the work that is being done and suggested reaching out to San Luis High School's art program for potential candidates/participants.

Commission Member Lopez inquired about reaching out and prioritizing local artists for this project. Mr. Esparza confirmed that the project will allow for both local and regional artists to participate as the project will provide opportunities for different types of art to be employed in this project.

Commission Member Padilla suggested opening the poll to community input as there are many talented artists that can participate in this project, for example a design competition. Mr. Esparza suggested the creation of an "arts subcommittee" within the Economic Development Commission to provide budget recommendations, review artist proposals, and promote the program.

Commission Member Franco commented on the importance of applying art to a building as means to add to the building rather than simply covering the building. Mr. Esparza assured that conversations with both Parks and Recreation and Public Works will take place to ensure the criteria and requirements are met prior to applying art to a building or location.

5.C. Discussion and update of current projects from Economic Development Director. (Armando Esparza, Director of Economic Development)

Mr. Esparza provided updates on the Revitalization Action Plan and the National Register Nomination Work and Grant project and described the timeframe for the next steps that will take place.

Mr. Esparza provided information about a Business & Property Owner Priorities Survey that will be sent to business and property owners to address community needs and be able to provide assistance and service when needed.

Mr. Esparza concluded the presentation by providing the dates for upcoming events.

5.D. Discussion and possible action on any and all matters regarding the assignment of Commission members to review and recommend updates to the Economic Development Commission Bylaws. **(Armando Esparza, Director of Economic Development)**

Mr. Esparza began the presentation by requesting assistance from Commission Members to form a small team to review and update the Economic Development Commission Bylaws.

Chairman Carrillo asked if any of the Commission Members in attendance would like to volunteer for this project. Commission Member Franco, Commission Member Padilla, and Commission Member Carrillo agreed to volunteer.

MOTION: Chairman Carrillo called a motion to appoint Commission Member Franco, Commission Member Padilla, and Vice Chair Marrufo to serve as the bylaws review work group in coordination with Economic Development staff to review and recommend updates to the Commission's bylaws. Commission Member Lopez second it. Motion passed unanimously.

The vote was as follows:

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| Chairman Carrillo | Aye |
| Commission Member Andrade | Aye |
| Commission Member Franco | Aye |
| Commission Member Padilla | Aye |
| Commission Member Lopez | Aye |
| Commission Member Ramirez | Aye |

Chairman Carrillo returned to item number 5.B.

6. ADJOURNMENT

MOTION: Commission Member Franco called a motion to adjourn the meeting at 5:21p.m. Commission Member Lopez second it. Motion passed unanimously.

The vote was as follows:

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| Chairman Carrillo | Aye |
| Commission Member Andrade | Aye |
| Commission Member Franco | Aye |
| Commission Member Padilla | Aye |
| Commission Member Lopez | Aye |
| Commission Member Ramirez | Aye |

APPROVED:

Jesus Carrillo, Chairman

ATTEST:

Yigal Duarte, Economic Development Assistant

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the San Luis Economic Development Commission meeting of the City of San Luis, Arizona, held on April 16, 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Yigal Duarte, Economic Development Assistant