

**NORTHWEST ARIZONA EMPLOYEE BENEFIT TRUST**  
**DRAFT - Minutes of Board of Trustees Special Trust Meeting**  
**Tuesday, September 10, 2024 4:00 P.M.**

**Trustees Present:**

Toby Cotter, Bullhead City  
Jess Knudson, Lake Havasu City  
Rebecca Stone, Lake Havasu Unified School District #1 (LHUSD #1)  
Tim Walsh, City of Kingman

**Others Present:**

Brittney Bayliss, Lake Havasu City  
Stephanie Moore, GBS  
Laura Montini, GBS  
Mike Murray, LHUSD #1  
Travis Pruitt, Bullhead City  
Krista Toschlog, City of Kingman

**1. Call to Order**

The meeting was called to order by Chairperson Stone at 4:02 P.M.

**2. Roll Call**

All Trustees and Alternate Trustees of the Northwest Arizona Employee Benefit Trust were present.

**3. Discussion and Possible Action Regarding Approval of the August 21, 2024, Regular and Executive Meeting Minutes.**

*Trustee Knudson made a motion to approve the August 21, 2024, Regular and Executive Meeting Minutes as presented, Trustee Walsh seconded the motion and the motion passed unanimously.*

**4. Discussion and Possible Action Regarding the Purchase of a Mobile Medical R.V.**

Stephanie Moore from GBS presented the information from the AZ builder/dealer and as well as quotes from two other new build companies and one used unit. There was a discussion regarding the timing of purchasing the unit with HR Director Kimelton asking if we should secure vendor contracts prior to the purchase. Stephanie from GBS stated that that would typically make sense but the lead time on building these units can be lengthy and this unit, except for the wrap graphics, is complete now. Trustee Walsh agreed that the lead time on custom vehicles like this and police and fire vehicles can be lengthy. Trustees directed GBS to discuss utilizing the unit with current vendors that traditionally set-up inside the city or school district and to contract with vendors who can use the unit to fulfil screening and treatment needs such as skin cancer screenings, behavioral health sessions, hearing exams and telemedicine visits.

*Trustee Cotter made a motion to approve the purchase of the 2024 Mobile Medical RV as presented, with direction to GBS staff to obtain full coverage insurance, contract with a company to move the vehicle, find a facility to store the vehicle, and authorize the Chairperson to execute any documents necessary following approval as to form by the Trust Attorney, Trustee Knudson seconded the motion, and the motion passed unanimously.*

**5. Future Agenda Items**

Trustee Cotter noted that they would like to see options regarding wellness programs and screenings that can be held in the Mobile Medical R.V.

*No motion needed.*

**6. Individual Entity Reports**

City of Kingman – Trustee Walsh noted the City of Kingman is reviewing the budget for the upcoming Rancho Sante Fe Project.

Lake Havasu City – Trustee Knudson thanked Stephanie for thoroughly completing the research regarding the Mobile Medical R.V. unit so quickly on short notice.

Bullhead City – Trustee Cotter passed on sharing a report.

Lake Havasu City Unified School District #1 – Mike Murray noted the school district is currently in audit season.

*No motion needed.*

**7. Call to the Public**

There were no comments from the Public.

*No motion needed.*

**8. Adjournment**

Chairperson Stone adjourned the meeting at 4:45 P.M.

Respectfully Submitted,

Laura Montini, Recording Secretary