

# DRAFT

SUNBURST FARMS IRRIGATION DISTRICT  
Regular Board of Directors Meeting  
16040 N. 43<sup>rd</sup> Avenue  
Glendale, AZ 85306

October 2, 2018

MEMBERS PRESENT: Kay Lorenzen, President  
Renee Breeden, Secretary  
Larry Hudson, Treasurer

EMPLOYEES PRESENT: Brenda Brown  
Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Board of Directors was held on October 2, 2018. The meeting was called to order by Kay Lorenzen, President at 6:01 P.M.

2. CONSIDERATION OF ACTION TO GO INTO EXECUTIVE SESSION OF THE BOARD PURSUANT TO A.R.S. SECTION 38-431.03.A.1 TO REVIEW EMPLOYEE EVALUATION/COMPENSATION AND PERSONNEL DISCUSSION:

**MOTION** Secretary Renee Breeden *Made a motion to go into Executive Session.* Treasurer Larry Hudson seconded and carried unanimously.

RECONVENE IN OPEN SESSION

3. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District was called to order by Kay Lorenzen, President at 7:25 P.M.

President Kay Lorenzen stated that the Board would table the discussion with Brenda.

Office Manager Brenda Brown requested to have the follow-up review in open session.

**MOTION** Secretary Renee Breeden *Made a motion to table the follow-up review.* Treasurer Larry Hudson seconded and carried unanimously.

4. SUMMARY OF CURRENT EVENTS:

None

5. APPROVAL OF MINUTES:

**MOTION**

Secretary Renee Breeden *Made a motion to approve the Regular Board of Directors Meeting September 4, 2018.* Treasurer Larry Hudson seconded and carried unanimously.

## 6. REPORTS:

**A. Financial Report:**

Accountant Cathy Hacker presented a review of the financial reports elaborating on line items that were significantly over or under budget.

1. Approval of financial report:

**MOTION**

Treasurer Larry Hudson *Made a motion to approve August 31<sup>st</sup>, 2018 Financial Reports for filing.* Secretary Renee Breeden seconded and carried unanimously.

**B. Managers' Report:**

Irrigation Manager Report – Richard Mitten  
August and September 2018

Thanks to several homeowners who helped the district in August and September. Brad Norgaard put together a new map of the District. Paul Peterson got soap and a soap dispenser for the employees' garage. Gene and Holly Perry donated a truck load of asphalt grindings for the 39<sup>th</sup> Ave and 43<sup>rd</sup> Ave parking lots. New homeowner, Victor Mazariegos, bought pizza and donuts for the crew. Thank you again to all these homeowners for their thoughtfulness and contributions to the district.

Bulk trash pickup began the first week of September. Every homeowner should have been looking in their bridle paths to see if the paths needed to be cleaned and grass cleared around valves so that irrigation can run smoothly. Please call the office when you have cleaned them.

The week of September 20<sup>th</sup>, the signup sheets that were posted in the boxes disappeared. If you see that the signup sheets are missing, please call the office and let us know so we can repost them.

The maintenance crew got 8 repairs completed in the last two months. One of those repairs was a new gate at 43<sup>rd</sup> Ave and Paradise Lane (Line 18). The crew also graded a few bridle paths and removed weeds around standpipes.

**C. Custodian of Records Report:**

Custodian of Records Brenda Brown reported on completed/outstanding public information requests and fees collected. The District received eleven (11) Public Information Requests. Fees collected totaled \$1.65.

**D. Ad Hoc Committee:**

- Billing & Collections – Chairperson Kay Lorenzen stated nothing scheduled.
- Employee Evaluation – Chairperson Renee Breeden stated nothing scheduled.
- Personnel Files - Chairperson Renee Breeden stated nothing scheduled.
- Depreciation – Chairperson Victor Armendariz stated a meeting is scheduled on Thursday, October 4, 2018 at 1:00 P.M.
- Election Procedure - Chairperson Renee Breeden stated she'll discuss the Election Procedures under Old Business.

7. OLD BUSINESS:

**A. Discuss and possible action on pending insurance claim with 39<sup>th</sup> Ave pump failure:**

Discussion

**MOTION**

Treasurer Larry Hudson *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* President Kay Lorenzen seconded and carried unanimously.

**B. Discuss and possible action on City of Phoenix drain pipe on 47<sup>th</sup> Ave and 49<sup>th</sup> Ave – how much time for replacement and capitalization:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Treasurer Larry Hudson seconded and carried unanimously.

**C. Discuss and possible action on claim for 43<sup>rd</sup> Avenue standpipe damage:**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Secretary Renee Breeden seconded and carried unanimously.

**D. Discuss and possible action on Election/Voting items to appear till November:**

**MOTION**

Secretary Renee Breeden *Made a motion to change the order of business to New Business C.* President Kay Lorenzen seconded and carried unanimously.

NEW BUSINESS:

**C. Discuss and possible on Election/Voting items:**

- 1. Judges Election Guidelines**
- 2. Nomination paper for ballot form or write-in candidate**
- 3. SBFID homeowners list**

Discussion

**MOTION**

President Kay Lorenzen *Made a motion to approve Election/Voting items #1 and #3 and #2 as amended.* Treasurer Larry Hudson seconded and carried unanimously.

**MOTION**

President Kay Lorenzen *Made a motion to include homeowner Rose Beanblossom as a Committee Member.* Secretary Renee Breeden seconded and carried unanimously.

5. OLD BUSINESS:

**E. Discuss and possible action on inventory of pipe and protection of pipe from sun:**

Discussion

No Action

8. NEW BUSINESS:

**A. Discuss and possible action to compensate hourly employee Manny Fernandez:**

Discussion

**MOTION**

Renee Breeden *Made a motion to approve twenty cents (.20) per hour for employee Manny Fernandez effective October 1, 2018.* Treasurer Larry Hudson seconded and carried unanimously.

**B. Discuss and possible action to hire a forensic computer expert to try and identify the IP address in order to file charge.**

Discussion

No Action

**C. Discuss and possible on Election/Voting items:**

- 1. Judges Election Guidelines**
- 2. Nomination paper for ballot form or write-in candidate**
- 3. SBFID homeowners list**

See above

**D. Discussion on the progress of desk manuals for Managers:**

Discussion

Table until December

**E. Discuss and possible action on repairs and line replacements:**

Discussion

No Action

**F. Discuss and possible action on process/form for reporting information for insurance claims:**

Discussion

Tabled until the next Regular Board of Directors Meeting

**G. Discuss and possible action on inventory system/Quick Books:**

Discussion

Tabled until the next Regular Board of Directors Meeting

**H. Discuss and possible action on a new repair form:**

Discussion

No Action

**I. Discuss and possible action on the use of District vehicles:**

Discussion

No Action

**J. Discuss and possible action on accountant bids:**

Discussion

Tabled until the next Regular Board of Directors Meeting

**K. Discuss and possible action to address committee chairmanship reassignments:**

Discussion

The Personnel File Committee was dissolved

**L. Discuss and possible action on future agenda items:**

- 1. New Attorney for collections
- 2. Personnel Files

10. ADJOURNMENT:

Without objection, meeting adjourned at 9:02 PM

Dated this \_\_\_\_ day of \_\_\_\_\_, 2018

Submitted by: \_\_\_\_\_  
Office Manager

Minutes accepted on: \_\_\_\_\_, 2018 by Secretary\_\_\_\_\_.

**\*Note:** *All attachments including correspondence in their entirety are filed with the original minutes and may be viewed at the District Office*