

DRAFT

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

November 6, 2018

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

EMPLOYEES PRESENT: 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 November 6, 2018. The meeting was called to order by Kay Lorenzen, President at 7:00 P.M.

4. SUMMARY OF CURRENT EVENTS:

Kay Lorenzen stated that in response to comments on Facebook about Victor’s ad in the newsletter, the other candidate, Jesse, had not announced his candidacy prior to the publication of the newsletter. She further stated that if he had contacted her prior to the publication she would have included something from him.

5. APPROVAL OF MINUTES:

MOTION Secretary Renee Breeden *Made a motion to approve the Minutes of the Regular Board of Directors Meeting October 2, 2018; Special Board of Directors Meeting October 15, 2018; and Special Board of Directors Meeting October 18, 2018.* Treasurer Larry Hudson seconded and motion carried unanimously.

6. REPORTS:

A. Financial Report:

President Kay Lorenzen stated that since Kathy Hacker wasn’t present and wasn’t able to present the Financial Report to the Board, this will be tabled until next month.

Discussion

B. Managers’ Report:

Irrigation Manager Report – Richard Mitten
October, 2018

Sunburst Farms Irrigation District, Office Manager, Brenda Brown, resigned on October 11th, 2018. Brenda was with us for 13 years, and we wish her well. Thank you Brenda.

We welcome Holly Perri, who has stepped in to help the District office on such short notice.

Thank you to homeowner Rick Gould for your help with some computer adjustments. Also, thank you to homeowners, Victor Mazariegos for bringing the office and crew some bagels, and Julio Betti for bringing in coffee. Board member, Larry Hudson, brought in a rug and some office decorations. Thank you gentlemen.

The irrigation crew got 21 repairs done, with three major pipe repairs and five stand pipe gates installed.

In October, with almost 5” of rain, the weeds and vegetation have taken over the bridle paths. Because of the rain, the bridle paths had to be shut down and locked as we could not drive on them due to the mud, and did not want to take a chance on destroying recent repairs.

We resumed irrigation October 29th on Lines 1-4 and 11-18. Next week, November 5th, Lines 5-10 will begin and the District will be on the three week cycle.

*Don't forget to vote on November 13th – at the Sunburst Farms Irrigation District office. The election will be for one new Board of Director. The polls will be open from 8:00 a.m. to 6:00 p.m.

There was no pump report because we didn't irrigate last month.

C. Custodian of Records Report:

None. There is currently no Custodian of Records.

MOTION

President Kay Lorenzen stated she wanted to change the order of business to discuss New Business first and Old Business second, since she was attending the meeting via telephone. ***Secretary Renee Breeden made a motion to change the order of business.*** Treasurer Larry Hudson seconded and carried unanimously.

D. Ad Hoc Committees:

- 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 his concern that some items are being double-depreciated, particularly line repairs, and that details will be provided at the next meeting, after the Depreciation Committee meets.
- Election Procedure - Chairperson Renee Breeden stated nothing to report.

8. NEW BUSINESS:

A. Discuss and possible action to appoint a new Custodian of Records:

Discussion

MOTION

Secretary, Renee Breeden *Made a motion to have Larry Hudson take over as Custodian of Records with the assistance of Holly.* President Kay Lorenzen seconded and carried unanimously.

B. Discuss and possible action to ratify 2 vacation days for Irrigation Manager

Discussion

MOTION

Secretary Renee Breeden *Made a motion to approve the requested vacation days for the Irrigation Manager, Nov. 21st and 23rd.* President Kay Lorenzen seconded and motion carried unanimously.

C. Discuss and possible action on follow up for election activity:

1. October 4 last date to file form for write in candidate

There was no form for a write in candidate

2. November 2 last date to have petitions turned in for name on ballot

Renee stated that by November 2nd a petition had been received to add Jesse Conner to the ballot.

3. Ballot Form

Mistake was made on early ballots. It will be corrected by having the ballot number cut out or redacted prior to opening ballots, whatever the county approves. Signatures,

Lot numbers, and Number of votes will all be verified. Kay recommended that Renee speak with Lori Medaris regarding the possible solution to the ballot number.

4. November 2 early ballots to be mailed out after close of business

Scheduled

5. November 8 last date to have register prepared

Registers are prepared today and copies will be made for election judges when they meet

6. Judges Election Guidelines Training Date

Renee is trying to coordinate with judges to train them all at the same time. Training time is currently set this Thursday at 4 p.m.

MOTION

President Kay Lorenzen *Made a motion to approve items 4, 5, and 6 as itemized by Renee Breeden.* Treasurer Larry Hudson seconded and carried unanimously.

D. Discuss and possible action on Job description for, and hiring of Administrative Personnel

Discussion

MOTION

Secretary Renee Breeden *made a motion to table this item until January meeting.* There was no second and motion died.

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to hire Beverly Scott on a temporary basis in an office personnel position doing accounts receivables and payables at \$18 per hour for a period not to exceed 90 days, unless approved by the new board.* Secretary Renee Breeden seconded and motion carried unanimously.

E. Discuss and possible action on selection of a point person to interact with attorney and former employee

MOTION

President Kay Lorenzen *Made a motion to appoint Larry Hudson to be the contact person to interact with the attorney and former employee.* Secretary Renee Breeden seconded and motion carried unanimously.

7. OLD BUSINESS:

A. Discuss and possible action on pending insurance claim with 39th Ave pump failure:

Discussion

MOTION

President Kay Lorenzen *Made a motion to table this agenda item indefinitely. Secretary Renee Breeden seconded and motion carried unanimously.*

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

Discussion

MOTION

Treasurer Larry Hudson *Made a motion to table this agenda item until the actual details and numbers for each line are available.* Secretary Renee Breeden seconded and carried unanimously.

C. Discuss and possible action on claim for 43rd Avenue standpipe damage:

Discussion

Tabled until next month

D. Discuss and possible action on inventory of pipe and protection of pipe from sun

Already completed

E. Discuss and possible action on a follow-up on a review

Tabled indefinitely

F. Discussion on the progress of desk manuals for Managers (previously tabled until December)

G. Discuss and possible action on repairs and line replacements

Discussion

Tabled

H. Discuss and possible action on process/form for reporting information for insurance claims

Discussion

Tabled

I. Discuss and possible action on inventory system/Quick Books

Discussion

No action

J. Discuss and possible action on accountant bids

Discussion

No action

K. Discuss and possible action on future agenda items

No action

10. ADJOURNMENT:

Without objection, meeting adjourned at 8:43 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*