

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

April 2, 2013

MEMBERS PRESENT: Courtland Rouse, President
 Kay Lorenzen, Secretary
 Victor Armendariz, Member

EMPLOYEES PRESENT: Brenda Brown
 Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The meeting was called to order by Courtland Rouse, President, at 6:38 P.M.

2. VOTE TO GO INTO EXECUTIVE SESSION:

A. Consideration of Action to go into Executive Session of the Board pursuant to A.R.S. Section 38-431.03.A.1.2.3 to discuss employment issues, records exempt by law and to consult with and obtain legal advice from the District's attorney.

MOTION President Courtland Rouse *made a motion to adjourn the Regular Board of Directors Meeting at 6:40 pm and to into Executive Session.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously

3. RECONVENE IN OPEN SESSION: The meeting was called back to order by Courtland Rouse, President, at 7:54 P.M.

4. CORRESPONDENCE:

1. Response letter dated March 18, 2013 from President Courtland Rouse addressed to Christopher Munns, Assistant Attorney General regarding an Open Meeting Law Complaint against Governing Board of Sunburst Farms Irrigation District. "Date of occurrence January 3, 2013"
2. Letter dated March 25, 2013 from Christopher Munns, Assistant Attorney General regarding an Open Meeting Law Complaint against GPS Committee of Sunburst Farms Irrigation District Governing Board. "Evidence does not substantiate a violation of the OML"
3. Email/Letter dated March 26, 2013 from homeowner Randy Videen
4. Email dated April 1, 2013 from homeowner Randy Videen

5. CALL TO PUBLIC:

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1. Homeowner Ken Rice stated his concerns regarding the denial of Public Records
2. Homeowner Dr. Nancy McEachern stated her concerns regarding the following:
 - a. Denial of Public Records
 - b. Requesting a new Custodian of Records
 - c. District computer being removed
 - d. Correspondence being read in its entirety
3. Homeowner Richard Fite stated his concerns regarding Public Records not being kept in the District Office

6. REPORTS:

A. Financial Report:

Accountant Cathy Hacker was unavailable. See Attached Report.

B. Board Reports:

Member Victor Armendariz stated that he does not have records at his home and there are no emails on his personal computer. Victor also thanked homeowner Larry Hudson for selling the 2007 Chevy pickup through his auction, which sold for \$2,000 and there was no commission fees.

Secretary Kay Lorenzen stated that she would like to introduce a new pump report that was created by homeowner Brett Harrison. This report has some great features along with checks and balances. Kay stated that the information provided has been verified back to the beginning of the fiscal year and in the Pump Book. Also, there is a new pump worksheet for the irrigator that allows Richard to enter the data into the computer which in turns creates the report. Kay also stated that there are improvements to the new website. The damages to the old website ultimately caused Rick to create this new one. There may be some modifications to the general appearance but it's still a work in progress.

President Courtland Rouse stated that Brenda has printed out the pending Public Records Request as far back as two years. The requests are not being ignored, but a lot of this is, time, management and organization. Courtland also reported that some of the Board's questions were answered tonight. Kay stated that the public records request form that is posted on the website should be utilized. This particular form has procedures and it helps to keep requests organized. Kay also stated that Victor has returned all paper documents that he knows of. Courtland also commented that he would contact the 2012 Legal Liaison David Rich to get any documents that needs to be returned as well.

C. Custodian of Records:

No report given.

D. Manager Report:

Irrigation Manager Richard Mitten stated that seven (7) repairs and four (4) maintenance jobs were completed for the month of March, 2013. Richard reported on the reduction of idle time through the GPS and that the 43rd Avenue pump is pumping at 103% and the 39th Avenue pump is pumping at 104%. Richard also thanked homeowners Larry Hudson for selling the 2007 Chevy and Brett Harrison for revising the pump report and creating the new programming input system. See Attachment.

7. OLD BUSINESS:

A. Discuss and possible action on charges for public documents:

MOTION President Courtland Rouse *made a motion to table this agenda item until the next Regular Board of Directors Meeting.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action on access to the GPS monitoring system:

MOTION Secretary Kay Lorenzen *made a motion to restrict access to the GPS monitoring system to the Board of Directors and the Irrigation Manager Richard Mitten.* President Courtland Rouse seconded the motion. Member Victor Armendariz opposed. **Motion Passed.**

8. NEW BUSINESS:

A. Discuss and possible action to approve two (2) vacation days for Office Manager:

MOTION President Courtland Rouse *made a motion to approve two (2) vacation days for Office Manager Brenda Brown.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

B. Discuss and possible action to move to two (2) week irrigation schedule:

MOTION President Courtland Rouse *made a motion to move to a two (2) week irrigation cycle. Lines 5-10 will resume irrigation on Monday, April 08, 2013 and Lines 1-4 & 11-18 will resume on Monday, April 15, 2013.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

C. Discuss and possible action on appointment of Budget Committee Chairperson for FY 2013-2014:

MOTION Secretary Kay Lorenzen *made a motion to appoint Rich Gould as Budget Committee Chairperson for FY 2013-2014.* President Courtland Rouse seconded the motion. Member Victor Armendariz opposed. **Motion Passed.**

D. Discuss and possible action to capitalize the replacement of 47th Avenue Line 6 in the amount of \$10,535.20:

MOTION President Courtland Rouse *made a motion to capitalize the replacement of 47th Avenue Line 6 in the amount of \$10,535.20.* Secretary Kay Lorenzen seconded the motion. **Motion Passed**, unanimously.

E. Discuss and possible action to rescind/change charges for public documents:

MOTION Secretary Kay Lorenzen *made a motion to rescind the current policy on free emails.* President Courtland Rouse seconded the motion. **Motion Passed**, unanimously.

MOTION Secretary Kay Lorenzen *made a motion to charge \$.25 per email effective April 3, 2013 and all pending request for emails will be granted at no cost.* President Courtland Rouse seconded the motion. **Motion Passed**, unanimously.

9. ADJOURNMENT:

Without objection, meeting adjourned at 9:12 PM.

Dated this _____ day of _____, 2013

Submitted by: _____
Office Manager

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